

Robert Frost Public Charter School
Board of Trustees Meeting
Minutes from July 19, 2023
Robert Frost Public Charter School * 110 Main Street * Conway, NH

Called to Order 6:15 pm

Members in Attendance: J. McLauchlan, T. Strout, T. DeTore, J. Broder, K. Wakefield, J. D'Avila

Members Absent: C. Brings

Meeting Business

- K. Wakefield moved to approve minutes from June meeting. T. Strout seconded. Motion carried.
- No nominations for secretary or vice-chair offered.

Administration

- J. McLauchlan presented Monthly Snapshot (see HOS report for July 2023 BOD meeting). Currently 34 students enrolled. Job description for Student Support Specialist has been updated and posted.
- T. Strout presented Treasurer's Report (see 2023 July Financial Report). J. Broder moved to approve. K. Wakefield seconded. Motion carried.
- If we get approved for another year of grant funded assistant teacher pay, revisions will need to be made to the 2023-24 budget. We will need to update our stakeholder priorities report to do it.

Old Business

- Fundraising updates:
 - * Book Bin at Hannaford will take place during a 3 week period in August. Waiting for confirmation on dates.
 - * T. Strout, J. Broder and K. Wakefield conducted research on establishing regular on-going Bingo nights: Details of running a Bingo operation presented and discussed. Initial start-up cost will be \$500 to "rent" equipment for 13 months. Then \$3000 to purchase equipment to continue for future years. T. Strout moved to allocate \$500 start-up funds for on-going Bingo gaming. J. Broder seconded. Motion carried.
- Website improvement: home page buildout going slowly due to limited time T. Detore currently has available to work on it.
- Board goals for 2023-24: Concentrating now on curriculum/academic scope and sequence layout for each classroom so can have working documents to give to new teachers at beginning of the school year. Curriculum Committee consists of T. Strout, J. Broder and T. DeTore. Non-board members may serve. Still need a year-long game plan for the goals of Recruitment and Community Outreach.

New Business

- Background Check Policy draft distributed. Please review over the next month and we will vote to approve at next meeting.
- Date for storage container clean out and close down is Aug. 2, 9:00 am. Things to be taken to the dump will be picked up by Aug. 5.
- Buying school vans research discussed. Van(s) must be 12 passenger or less. Because of regulations and restrictions, it may not be tenable to own vehicles that bring students to school every day. May be best to purchase vehicles just for use for ski program and field trip transport.

Priority must be given to benefiting high school students or it can not be purchased with expansion grant funds.

- HOS annual review forms are due to J. D'Avila by July 22.

Public Comment (N/A)

Non-Public Session (N/A)

Summary and Action Items

- Next Meeting – August 16, 6:15 pm

Adjourned at 7:50 pm.

Submitted by Juliet D'Avila

Acting Secretary, RFPCS Board of Trustees

8/14/2023

Head of School Report for July 2023 Board Meeting

Projected Enrollment - Open houses, tours, and inquiries are ongoing.

K: 6 1st: 2 2nd: 2 3rd : 2 4th : 0 5th : 3 6th : 2 7th : 5 8th : 4 9th : 2 10th : 1 11th : 2 12th : 2
Total: 33

• Staffing – Advertising is ongoing.

o Open Positions

▪ Program Developer

▪ Lead Teachers

▪ Classroom Assistants

▪ Student Support Specialist

o Interviews for lead teacher (2 candidates) and classroom assistants (1 candidate) are ongoing.

• State & Federal Reporting

o Completed

▪ 2023/2024 School Calendar

▪ End of Year Enrollment Report

▪ Free & Reduced Lunch Report

▪ Home School Academic Report

▪ Virtual Instruction/Remote Learning report

▪ School Safety Data Collection

▪ Indoor Air Quality Report

o In Progress / To Do

▪ Financial Audit/Annual Form 941 for year-end 6/30/2023

• Preparation ongoing.

• Auditors on site 9/20-9/22.

▪ Closing out of all expiring grants in GMS.

- Reporting for all grants to request reimbursements.
- ESSER II, ESSER III, CSP Grant, REAP, etc.
- All end-of-year i4See and ESS reports (NH DOE). For example:
- Credits & GPA Report (high school)
- ELO Report (high school)
- College & Career Readiness & Civicsreport (high school)
- Teacher Salary Schedule
- Health Survey
- Civil Rights Data Collection
- Charter School Annual Progress Report
- School Budget

- **Additional Activities**

- o Library project
 - Over 1000 books have been digitized to date.
 - Library organization based on the genre will follow.
- o Updating of Family and Staff Handbook
- o Policy Development
- o Building Safety / Maintenance
 - Schedule building fire inspection / Fire extinguisher service
 - Sprinkler inspection & maintenance
 - Fire alarm inspection & maintenance
 - Furnace servicing
- o First Day of School Preparation
 - Update Alma SIS
 - New Students
 - Update current students.
 - Prepare beginning-of-year packets.
 - Etc.
- o Enrollment activities
 - Responding to inquiries
 - Conducting tours