**Robert Frost Public Charter School**

**Meeting Minutes for December 21, 2022 – 6:00 pm**

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

**Called to Order** at 6:03 pm

No public present.

Members in Attendance: J. McLauchlan, T. Strout, J. Broder, J. D’Avila, T. DeTore, C. Brings

Members Absent: K. Orr

**Meeting Business**

* C. Brings moved to accept November minutes as written, T. Strout seconded. Motion carried.
* T. Strout moved to ratify email vote to accept J. Broder as new Board Member – sent on 11/20/22. C. Brings seconded. Motion carried.
* C. Brings moved to ratify email vote to authorize change in student report (PLP) schedule from trimester to semester reports sent on 12/12/22. T. Strout seconded. Motion carried.
* C. Brings moved to ratify email vote to grant end of year bonuses for all staff sent on 12/15/22. T. Strout seconded. Motion carried.
* Board acknowledges that chair, Juliet Fleischer, has legally changed her name to Juliet D’Avila and will be recognized as such in all minutes going forward.
* Board acknowledges current policy that allows for hiring of staff family members under certain conditions and that those conditions have been met for A. McLauchlan to be hired as a long-term substitute assistant teacher.
* No nominations for secretary or vice-chair offered.

**Administration**

* J. McLauchlan presented Monthly Snapshot report (see HOS report for Dec. 2022).
* T. Strout presented Treasurer’s Report (see 2022 Dec. Financial Report). J. Broder moved to accept. C. Brings seconded. Motion carried.

**Old Business**

* HOS past due annual evaluation was completed 12/5/22. Chair recommends merit pay raise of 5% be included in offer letter. Discussion resulted in further research is needed to see if it can be funded through ESSR or CSP grants and if it can be sustained beyond the life of those grants.
* Fundraising Updates:

\*Cookie Walk: held Dec. 22. Raised few funds due to small student body/low participation.

\*Winter Carnival Dance: proposed for late Feb. Suggested to request voluntary donation to attend and to sell bottled water. Debated whether to make it public.

* Property search update – discussion/negotiation with Continuum continues.
* Update on hiring program developer and community outreach/marketing person as previously discussed. T. Stout has written job descriptions and communicating with hiring foundation.
* Plans for meeting with Bartlett and Jackson Heads of School to discuss their students’ future attendance in our High School program will have to be tabled until May.

**New Business**

* CPS Grant access to funds requires Program Measures (goals) formulated. This document was filled out and finalized during the meeting.
* Volunteer needed to head up High School Committee. Need to determine ASAP how HS is graded. No HS Committee head assigned by end of discussion. Numerical grading scale discussed and a system was proposed with Pass/Fail designations including P+ and P- scores.

**Public Comment** (N/A)

**Non-Public Session** (N/A)

**Summary and Action Items**

* T. DeTore will assess RFPCS current website and suggest improvements to build a more robust, modern site with marketing capabilities.
* T. DeTore will help with social media marketing.
* Our School Spring listing will be checked to see if still active and if it can be updated.
* J. Broder will check into scheduling Drive Time discussion(s).
* T. Strout will check with real estate agent to get update of negotiations with Continuum.
* Next Meeting – Jan. 18, 6:00 pm

**Adjourned** at 7:40 pm

∗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 we will NOT be able 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.

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*Driving us towards the path of excellence*

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