

**Robert Frost Public Charter School
Board of Trustees Meeting
Minutes for September 20, 2023**

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

Called to Order at 6:20 pm

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

Members Absent: J. McLauchlan, C. Brings

Meeting Business

- T. Strout moved to approve minutes from August meeting. T. DeTore seconded. Motion carried.
- T. Strout moved to ratify email votes to approve: 1) revision to Family Handbook for 2023-24 school year, 2) hiring assistants for lower and upper elementary classrooms, 3) hiring HS assistant. K. Wakefield seconded. Motion carried.
- No nominations for secretary or vice-chair offered.

Administration (15 minutes)

- Monthly Snapshot – HOS Report for Sept. 2023 Board Meeting reviewed and discussed.
- T. Strout presented the Treasurer's Report. K. Wakefield moved to approve. T. DeTore seconded. Motion carried.

Old Business

- Fundraising updates:
 - * Book Bin at Hannaford: Have not been given a date for this yet.
 - * Progress on starting Bingo nights: license was denied on the basis that RFPCS is not shown in good standing on IRS website. A mistake on the part of IRS. IRS rep said they would be sending us a letter that verifies we are in good standing which we will then send in with our re-application for licensing approval.
 - * Dine to Donate opportunities: Have contacted Barley and Salt, Flatbread Pizza and 110 Grill. We should consider adding a raffle since we already have a collection of prizes.
 - * Halloween dance for Oct. 31 changed to Fall Ball on Oct. 27. Costumes welcome.
 - * T. Strout will create a November calendar raffle to be distributed to students to sell by the first week in Oct.
- Property search update: no new developments.
- Website improvement update: T. DeTore is near to where he can send the board a link that we can look at individually and offer feedback.
- Curriculum Committee update: no new developments.
- School van purchase update: Time constraints due to the start of the school year prevented following up on 12 passenger van seen at Crest Auto.

New Business

- Snow plowing bids (2) discussed. Will send an email to vote on with more details.
- Support ideas for Moncrieffe family discussed. Will contact family members to discern their wishes and follow up on that.
- School Sign needs to be redone. We should plan targeted fundraisers for it. T. DeTore will contact a sign maker he knows.
- ESSC program: 2/3 of our student body are not eligible for it (too young or too old) so we will have to pay for them if we decide to participate this year.

- RFPCS is a member of the Conway Chamber of Commerce and we are not utilizing it to our best advantage.

Public Comment (N/A)

Non-Public Session (N/A)

Next Meeting – October 18, 6:15 pm

Adjourned 7:22 pm.

Submitted by Juliet D'Avila

Acting Secretary, RFPCS Board of Trustees

10/18/23

Head of School Report for September 2023 Board Meeting

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

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

- Special Services
 - o We have eight students with active IEPs.
- Services for returning students have begun.
- Intake meetings for new students are underway.
- Working on Memorandums of Understanding (MOU), a new requirement, with sending districts.

- Staffing – Advertising is ongoing.
 - o Open Positions
 - Program Developer
 - Student Support Specialist
 - Was not able to get grant funding for this position.

- State / Federal / Other Reporting
 - o Completed
 - Pupil report – first day of school. BOY to follow.
 - Charter School Annual Progress Report
 - School Budget

- End of year Home School Academic Report
- Teacher Salary Schedule
- Final draw from 22/23 SY completed,
- 23/24 School Calendar

o In Progress / To Do

- Free & Reduced Lunch Reports for 23/24 SY (2)
- Financial Audit/Annual Form 941 for year end 6/30/2023
- Requested reports/documents sent to auditor.
- 22/23 documents sorted in preparation of onsite visit.
- Waiting on transactions list from auditors.
- Auditors on site 9/21 & 9/22.
- Closing out of all expiring grants in GMS.
- Ongoing
- Reporting for all grants to request reimbursements.
- Ongoing
- All end of year i4See and ESS reports (NH DOE).
- Health Survey
- Civil Rights Data Collection
- Emergency Operations Plan
- Modifying 100+ page NH Homeland Security template for RFPCS.
- Annual Workers Compensation Payroll Audit
- Federal Fiscal Monitoring of Grant Programs
- RFPCS has been identified as needing an audit of grant activity.
- Audit is scheduled for October 25th
- Preparation underway.