

**Robert Frost Public Charter School  
Board of Trustees Meeting  
Minutes for August 20, 2025**

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

**Called to Order at 6:06 pm.**

Members in Attendance: J. McLauchlan, T. DeTore, T. Strout. M. Schauerte, K Wakefield, C. Brings, J. D'Avila

Members Absent: none

**Meeting Business**

- T. Strout moved to approve July meeting minutes. M. Schaterte seconded. Motion carried.
- M. Schauerte moved to ratify email vote on Aug. 8 to approve changes made to Staff Handbook and Family Handbook for 2025-26 school year and the Optional Employee Benefit Election Form. T. Strout seconded. Motion carried.
- No nominations for secretary or vice-chair.

**Administration**

- J. McLauchlan presented the Monthly Snapshot - see "HOS Report for August 2025 BOD meeting."
- T. Strout presented the Treasurer's Report - see "2025 8 Financial Report RFPCS." C. Brings moved to approve and K. Wakefield seconded. Motion carried.

**Old Business**

- Fundraising updates:
  - **Tuesday Night Bingo update:** Two new Bingo Committee members have been fingerprinted and approved and are helping out with selling snacks and raffle tickets. Plans for holding another Family Bingo on Sept. 14 are underway.
  - **Grants update:** both CSP and FEMA grants end at the end of this month. All accounting and paperwork is on target for completion by then. The Title grants that we did not participate in last year we will continue to not participate in this year because the many time consuming eligibility requirements are not worth the minimal benefits for our students. REAP funds are still available to us and can be used for the same things we would use Title 2 and Title 4 funds
  - **Aug. 16 car wash, bake sale, plant sale report:** It was a nice day for it. We had enough volunteers to tend to the volume of customers efficiently. About \$400 was raised in 4 hours. Would be worth doing again sometime.
- Board Meeting Minutes posting on website update: About 8 months worth has been posted so far. T. Strout will continue to work on it as she is able.
- Press release update: A press release celebrating RF's 2025 graduates and other accomplishments was written and submitted to the newspaper.
- Hiring update and plan for starting school year: J. D'Avila can serve as lead teacher substitute in the UE classroom through the end of November, giving us more time to hire a permanent lead. Interviews are scheduled for the open elementary assistant teacher positions. M Schauerte volunteered to substitute if needed in those positions. Other open positions include assistant head of school and HS math and science teacher. We will be able to function without them until they can be filled.

- Using FEMA funds extension request update: extension has become unnecessary since we were able to complete final purchases before the deadline.

#### **New Business**

- Discussed “Parent Bill of Rights Policy.” C. Brings moved to approve. T. DeTore seconded. Motion carried.
- M. Schauerte volunteered to chair and develop a fundraising committee.
- Renovations: Shifting things stored in kitchen to allow for cabinet installation has begun and will be completed in time for the installers to begin. After school starts, teachers and HOS will assess if moving walls to make more space in the upstairs classrooms is needed.

#### **Public Comment (N/A)**

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

**Next Meeting – Sept. 17, 6:00 pm**

**Adjourned at 7:01 pm.**

Submitted 9/17/25

by Juliet D'Avila

acting secretary RFCPS Board of Trustees

Board approved – 9/17/25