

Robert Frost Chartered Public School
Board of Trustees Meeting
Minutes for March 18, 2026
110 Main Street * Conway, NH

Called to Order 6:07 pm

Members in Attendance: Cathy Brings, Juliet D'Avila, Tony DeTore, Janine McLauchlan, Katie Saunders (Assistant HOS), Melissa Schaurte, Tracy Strout, Kim Wakefield

Members Absent: none

Meeting Business

- T. Strout moved to approve J. D'Avila's video attendance via MS Teams due to her currently residing in Texas. M. Schaurte seconded. Motion carried unanimously.
- K. Wakefield moved to approve February meeting minutes. T. Strout seconded. Motion carried unanimously.
- T. DeTore moved to ratify the email vote to approve the Abuse and Mistreatment prevention policy on 3/4/26. M. Schaurte seconded. Motion carried unanimously.

Administration

- J. McLauchlan presented the Monthly Snapshot - see "HOS Report for March 2026 BOD meeting." Change on report: upper el projected enrollment for next year stands at 8.
- T. Strout presented the Treasurer's Report - see "2026 Mar. Financial Report RFPCS." \$50,000 HEFA revolving capital loan approved 3/17/26. K Wakefield moved to approve. M. Schaurte seconded. Motion carried unanimously.

Old Business

- Fundraising updates:
 - M. Schaurte presented the Fund-Raising Committee report:
 - Calendar raffle raised \$2000.
 - Apr. 17 Sock Hop planning is on-going: admission by donation, pay ice cream soda fountain will be featured.
 - Hoodies sale raised about \$300.
 - Summer Craft Fair planning beginning.
 - Other ideas being explored and researched are T-shirt sale & possible yard sale.
 - Tuesday Night Bingo update: attendance is picking up, adequate volunteer help lately.
 - Grants update: none
- Press release update: none
- By-laws update: draft revisions in process Ready for approval vote by April meeting projection.
- Conway Historical Society requesting a 5-year lease extension by June: discussed information received from Conway School Board member - looking less and less likely we will be offered the opportunity to move into the closed public elementary school space.

New Business

- RFCPS recognized as "showing exceptional success in literacy growth and/or overall achievement" by NH DoE. Discussed creating a press release highlighting this information.
- Discussed ramifications of HOS departure and replacement: Send-off gift and acknowledgement at March Frost Forum. Discussed hiring 2 part time administrators, HOS and Financial Officer,

instead of 1 full time HOS. T. Strout will outline a structure of job duties for each position and send it to board members for email discussion and vote.

Public Comment (N/A)

Non-Public Session (N/A)

Next Meeting – Apr. 15, 2026, 6:00 pm

Adjourned 7:25 pm.

Submitted April 13, 2026
by Juliet D'Avila
Acting Secretary RFCPS Board of Trustees

Board approved 4/15/26