

**Robert Frost Public Charter School  
Board of Trustees Meeting  
Minutes for June 18, 2025**

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

**Called to Order 6:01 pm.**

Members in Attendance: J. McLauchan, T. Strout, C. Brings, K. Wakefield, J. D'Avila,

Members Absent: T. DeTore

Guests: J. Broder, M Schauerte

**Meeting Business**

- T. Strout moved to approve May meeting minutes as written. K. Wakefield seconded. Motion carried.
- C. Brings moved to approve M. Schauerte as a new board member. T. Strout seconded. Motion carried. Each board member introduced themselves.
- No nominations for secretary or vice-chair.

**Administration**

- J. McLauchlan presented the Monthly Snapshot - see "HOS Report for June 2025 BOD meeting."
- T. Strout presented the Treasurer's Report - see "2025 6 Financial Report RFPCS." K. Wakefield moved to approve. C. Brings seconded. Motion carried.
- J. Broder presented the Program Developer Report. Additions to the science and math sections of the HS Program of Studies were made, as well as refinements to the Language and Social Studies sections.

**Old Business**

- Fundraising updates:
  - Tuesday Night Bingo update: Set a record for highest number of participants on June 17. Will be prepping to accommodate at least 45 players going forward in the hope that summer will bring more new players.
  - Grants update: Both the FEMA and CSP grants expire near the end of August. Plans to purchase what we had planned for both need to be made ASAP.
  - June 29 at 4:00 is the next Family Bingo night.
  - Aug. 9 is tentative date chosen to hold a summer car wash, bake sale, plant sale, yard sale etc.
- Needs or suggestions for new website tabled until next month due to T. DeTore's absence.
- Press release update: M. Schauterte offered to write up a short piece celebrating our 3 HS graduates.
- Discussed Commencement Ceremony comments or concerns. Consensus was very positive about the venue, the program and the turnout. M&D Playhouse was very accommodating.
- Discussed staff health insurance options. J. McLauchlan presented the research she did. Board agreed that offering a \$150 monthly stipend to all full time employees for 10 months each year to help pay for health insurance premiums or other health care needs was the best option to move forward with. Board should gather input from full time employees after 5 months to assess the value of this benefit to them.
- J. D'Avila did not attend board training seminar on May 22 due to bad weather for night driving, but a copy of the PPT presentation was shared with her. She will send it to all board members.
- HOS evaluation was completed June 7 and offer letter for 2025-26 school year signed June 10.

## **New Business**

- Program Developer discovered discrepancy in the classroom configuration we are using and what our charter states. Discussed if this was a problem that needed an amendment to the charter. The “as needed” clause in the charter allows us flexibility in classroom configuration so we can continue to operate with Lower Elementary = K,1,2; Upper Elementary = 3,4,5; Middle School = 6,7,8; High School = 9,10,11,12 without amending the charter.
- Discussed the need to plan for hiring more administrative staff. Consensus was reached to advertise for an Assistant HOS position that would cover mostly student advisor and guidance counselor duties for high and middle school students, and student discipline and social/emotional learning training (SEL) for all students. Could start as a part time position.
- For the special SAU9 School Board meeting to discuss what to do with the vacant J. Fuller School building and grounds, scheduled for June 30, 6:00 pm, we will need volunteers to attend and speak on RFCPS's behalf. J. McLauchlan, C. Brings, M. Schauerte will plan to attend and an email will be sent to all RFCPS families asking their attendance and support.
- J. McLauchlan met with an ADP representative and they have given a better offer than Paychex for managing our payroll needs. JM will explore this possibility further and inform the board when she has an offer to recommend.

**Public Comment (N/A)**

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

**Next Meeting – July 16, 6:00 pm**

**Adjourned at 7:19 pm.**

Submitted 7/15/25

by Juliet D'Avila

acting secretary RFCPS Board of Trustees

Board approved – 7/23/25