

**Robert Frost Public Charter School  
Board of Trustees Meeting  
Minutes for June 21, 2023**

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

**Called to Order at 6:17 pm.**

Members in Attendance: J. McLauchlan, C. Brings (joined at 6:25), J. Broder (joined at 6:50), J. D'Avila, T. Strout, T. DeTore, K. Wakefield

Members Absent: None

**Meeting Business**

- T. Strout moved to approve minutes from May meeting. T. DeTore seconded. Motion carried.
- T. DeTore moved to ratify email votes: 1) to approve summer work hours for R. Bushy, 11 weeks, 24 hours per week, at \$18.39 per hour, 2) to approve the pay rate and hiring recommendations from the HOS for the 2023-24 school year. K. Wakefield seconded. Motion carried.
- No nominations for secretary or vice-chair offered.

**Administration**

- J. McLauchlan presented Monthly Snapshot (see HOS report for June 2023 BOD meeting). By end of month C. Slife will let us know if she will continue in her student support roll into next school year. Board consensus to use REAP funds for cataloging library books.
- T. Strout presented Treasurer's Report (see 2023 June Financial Report). K. Wakefield moved to approve. T. DeTore seconded. Motion carried.
- 2023-24 budget review was presented by T. Strout. J. Broder moved to approve. K. Wakefield seconded. Motion carried. Next month we will know if assistant teacher salaries will be able to be paid through grant funds or not.

**Old Business**

- Fundraising updates:
  - \* June plant and bake sale raised about \$200.
  - \* June 8 Bingo night raised about \$250. T. Strout is planning to attend Bingo nights at other charter schools and invites board members to join in investigating feasibility of incorporate Bingo as a regular on-going funds raiser for RFPCS.
  - \* Hannaford Book Bin fundraiser is scheduled for a week in August.
- Property search – no update.
- Website improvement: T. DeTore has built out a new home page. Will add content and seek board opinion before taking it live.

**New Business**

- Discussed and assessed arrangement of blended classrooms for next school year. Consensus is that our current enrollment for next school year and child development guidelines support having 4 classrooms split into 3 year age groupings (4 years for high school): grades K,1,2 3,4,5 6,7,8 HS,9-12
- Discussed BoT goals for 2023-24:
  - 1) Create more robust curriculum guide with a scope and sequence for delivering instruction on all the academic standards at each grade level. To include lesson plans, assessment structures and record keeping tools.

2) Create plan for recruiting: board members, volunteers, staff, that includes community outreach and education of all we have to offer, and a succession plan for officers.

3) Find and initiate purchase of a suitable property for RFPCS permanent home.

\* Goal 1 to begin implementing immediately with committee members T. Strout, J. Broder, T. DeTore and J. D'Avila.

**Public Comment** (N/A)

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

**Summary and Action Items** (2 minutes)

- J. D'Avila will draw up a calendar plan for completing board goals over the 2023-24 school year.
- J. D'Avila will initiate HOS annual review process sometime in July.
- T. Strout will lead a team for Bingo fund raising research.
- T. DeTore will continue website improvements.
- Determination will be made (early July) whether it is necessary to hire new student support staff.
- Curriculum Committee will meet at least once before next board meeting.
- Next Meeting – July 19, 6:15 pm

**Adjourned at 7:31 pm**

Submitted by Juliet D'Avila

Acting Secretary, RFPCS Board of Trustees

7/14/2023

## **Head of School Report for June 2023 Board Meeting**

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

K: 6 1st: 2 2nd: 2 3rd : 2 4th : 0 5th : 3 6th : 2 7th : 5 8th : 3 9th : 2 10th : 1 11th : 2 12th : 2  
Total: 32

### **• Staffing – Advertising is ongoing.**

#### **o Open Positions**

- Program Developer
- Lead Teachers
- Classroom Assistants

### **• State & Federal Reporting**

- o Completed
- 2023-2024 School Board Report

### **o In Progress / To Do**

- Financial Audit/Annual Form 941 for year end 6/30/2023
- Preparation takes place during summer.
- Auditors on sight 9/20-9/22.
- Closing out of all expiring grants in GMS.
- Reporting for all grants to request reimbursements.
- ESSER II, ESSER III, CSP Grant, REAP, etc.

- All end of year i4See and ESS reports (NH DOE). For example:
- End of Year Enrollment detail report (EOY)
- Credits & GPA Report (high school)
- ELO Report (high school)
- College & Career Readiness & Civics report (high school)
- Free & Reduced Lunch Report
- School Calendar
- Home School Academic report
- Virtual Instruction/Remote Learning report
- Teacher Salary Schedule
- Indoor Air Quality Report
- School Safety Data Collection
- Health Survey
- Civil Rights Data Collection
- Charter School Annual Progress Report
- School Budget

- **Discussion Items**

- o Researching the possibility of a change in payroll providers.
  - I was contacted by ADP and we may be able to reduce monthly costs.
  - More information to follow.
- o Digitally catalog and organize library.
  - \$75 per year for Libib
  - Approx. \$1,280 wages & Taxes
  - Funded via REAP Grant