**Robert Frost Public Charter School**

**Minutes for January 18, 2023 – 6:00 pm**

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

**Called to Order at 6:04 pm**

No public present.

Members in Attendance: C. Brings, J. Broder, J. McLauchlan, T. Strout, T. DeTore, J. D’Avila, K. Orr

Members Absent: none

**Meeting Business**

* C. Brings moved to accept minutes from Dec. meeting as written. T. Strout seconded. Motion carried.
* No nominations for secretary or vice-chair offered.

**Administration**

* J. McLauchlan presented Monthly Snapshot (see HOS report for January 2023 BOD meeting).
* T. Strout presented Treasurer’s Report (see 2023 Jan. Financial Report). C. Brings moved to accept. J. Broder seconded. Motion carried.

**Old Business**

* Update on recommendation of 5% merit pay raise for HOS which amounts to about $5000. Possibilities exist that it could be paid through CSP grant due to the extra HS development duties the HOS has performed. Possibility that it could be funded through the ESSR III grant, also. C. Brings moved to approve this pay raise as soon as either of these revenue streams is confirmed. J. Broder seconded. Motion carried.
* Fundraising updates:

\*Winter Carnival Dance to be held Mar. 3. Voluntary donation to attend. Bottled water to be sold.

\*Cook-Off competition, March 31 date proposed. Discussion included inviting food entries in several categories, charging $5 to attendees to sample entries and vote on favorite, RFPCS students making trophies for winners.

ADDITIONAL NEW PROPOSALS:

\*Hold another calendar raffle in April

\*”May the 4th Be With You” event, even though May 4th is on a Thursday. Start right after school is out. Encourage Star Wars dress up. Possible games and raffle.

\*Plant sale in June. Hold it May 27th or June 3? Check to make sure not on same day Brown Church holds their yard sale fund raiser.

* Property search update: Continuum seems to be backing off from their enthusiasm of having RFPCS be part of their community. We will continue to move forward with them if they are willing but we need to stay open to other options, especially if an elementary school closes.
* Hiring program developer and community outreach/marketing person update: Ads will start running Jan. 24.
* Volunteer needed to head up High School Committee. Most critical need is a detailed Program of Studies so that we can be less dependent on Edmentum for every curriculum need. No volunteer.
* The grading scale for High School that was proposed at last meeting was discussed. C. Brings moved to approve the following: 90-100% = M for mastered, 80-89% = P for proficient, 70-79% = PP for partially proficient, 65-69% = E for emerging competence, Below 65% = NE for no evidence of content competence. T. DeTore seconded. Motion carried.

**New Business**

* T. DeTore looked into available software templates to improve RFPCS website. Will present update suggestions for the board to consider at next meeting.
* J. Broder scheduled Drive Time interview for Jan. 20 at 11:00 am. She and J. McLauchlan will participate.
* Breakfast with Students event scheduled for Jan. 19 at 8:45. All board members are encouraged to attend.

**Public Comment** (N/A)

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

**Summary and Action Items**

* T. DeTore will prepare suggestions for improving RFPCS website to build a more robust, modern site with marketing capabilities to present at next meeting.
* Which funding option to use for HOS merit pay raise will be finalized.
* Any applicants for Program Director position will be vetted.
* Next Meeting – Mar. 15, 6:00 pm

**Meeting adjourned at 7:37 pm.**

Submitted by Juliet D’Avila

Acting secretary RFPCS Board of Trustees

2/9/2023