

Robert Frost Chartered Public School
Board of Trustees Meeting
Minutes for April 15, 2026
110 Main Street * Conway, NH

Called to Order 6:07 pm.

Members in Attendance: Cathy Brings, Juliet D'Avila, Tony DeTore, Katie Saunders (interim HOS), Tracy Strout, Kim Wakefield

Members Absent: Melissa Schaurte

Meeting Business

- K. Wakefield moved to approve J. D'Avila's video attendance via MS Teams due to her currently residing in Texas. T. Detore seconded. Carried unanimously.
- T. Strout moved to approve March meeting minutes. K. Wakefield seconded. Carried unanimously.
- T. DeTore moved to ratify the unanimous email votes, 1) on 4/2/26 to keep J. McLauchlan on staff as a part time HOS consultant working remotely until a new HOS has been hired and trained; and 2) on 4/6/26 to create the new administrative position of Financial Officer. T. Strout seconded. Carried unanimously.

Administration

- J. D'Avila presented Monthly Snapshot - see "HOS Report for April 2026 BOD meeting." We have 2 applicants to interview for Financial Officer position. Additions to reporting: A-9 due and submitted today, A-12 due June 1st.
- T. Strout presented the Treasurer's Report - see "2026 Apr. Financial Report RFPCS." K. Wakefield moved to approve the Treasurer's Report. T. DeTore seconded. Carried unanimously.

Old Business

- Fundraising updates:
 - Fund Raising Committee report: tabled until next month due to M. Schaurte's absence.
 - Apr. 17 Sock Hop – all set to go, all supplies for soda fountain were donated.
 - Tuesday Night Bingo update: Recently 28 attendees - a great uptick. Volunteers needed.
 - Grants update: a few staff members have begun researching grant possibilities for charter schools.
- Press release update: "exceptional success in literacy growth and/or overall achievement" recognition by NH DoE not yet written.
- By-laws update: Suggested revisions are complete. Final draft will be sent to board in 2 weeks. Approval vote slated for May meeting.
- Conversation with Conway Historical Society about lease extension: Discussed moving forward to request a 3-year extension.
- HOS interim replacement plan in place. Search for candidates to hire HOS and Financial Officer at part time hours is underway. Details discussed.

New Business

- Discussed possibility of moving HS and MS classes downstairs in a configuration that would make room for more students.
- Teacher evaluations need to be completed ASAP so offer letters for next year can go out.

- T. DeTore is working on updates on our website.

Public Comment (N/A)

Next Meeting – May 20, 2026, 6:00 pm

Adjourned 7:06 pm.

Submitted May 19, 2026
by Juliet D'Avila
acting Secretary RFCPS Board of Trustees

Board approved 5/20/26