**Robert Frost Public Charter School**

**Minutes for September 21, 2022 – 6:00 pm**

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

**Meeting was called to Order at 6:03 pm**

Role Call (no public present)

Members in Attendance: J. McLauchlan, T. Strout, J. Fleischer, C. Brings

Members Absent: K. Orr, P. McMurray

**Meeting Business**

* C. Brings moved to accept August meeting minutes as written. T. Strout seconded. Motion carried.
* No nominations for secretary and vice-chair were offered.
* T. Strout moved to ratify email vote approval of RWN plowing contract email vote sent on 9/12/22. C. Brings seconded. Motion carried.
* C. Brings moved to ratify Edmentum purchase email vote to approve sent on 9/1/22. T. Strout seconded. Motion carried.
* T. Strout moved to ratify hiring staff email vote to approve sent on 8/31/22. C. Brings seconded. Motion carried.
* C. Brings moved to ratify delay school opening email vote to deny sent on 8/31/22. T. Strout seconded. Motion carried.

**Administration**

* J. McLauchlan presented Monthly Snapshot report (see HOS Report for Sept. 2022).
* T. Strout presented Treasurer’s Report (see 2022 Sept. Financial Report). C. Brings moved to accept Treasurer’s Report. T. Strout seconded. Motion carried.

\* CSP expansion grant decision date has been extended to beginning of Oct. so we do not yet know whether our application has been approved or not.

* T. Strout presented an updated budget (see 22 23 Amended Budget). C. Brings moved to accept amended budget. T. Strout seconded. Motion carried.

**Old Business**

* HOS annual evaluation still needs to be completed. Also missing contract/offer letter for HOS that should have been completed last April.
* Discussed adding back in special classes. 2 visits from Nature Conservancy environmental education instructors are being scheduled through Oct. 8. Art and PE are being delivered by lead teachers.
* Property search update: Still having conversations with Continuum. They have asked us to create our own building plan.
* T. Strout will continue regular FB postings, (only pre-published RFPCS info or with BoT approval). R. Bushy will continuously update family information page.
* Delinquent tuition: family that still owes $ appears to have moved to NY although they requested us to send student records to NC. Further requests for payment will be sent but contact and response are doubtful.
* Fundraising: Proposed: 1) Calendar raffle in Oct. Most prizes already gathered. Each classroom will be asked to create a themed gift basket. Raffle drawn just on weekdays, not on weekends.

2) School Community Decades Dance – mostly for parents to get to know each other, build school community comradery, and celebrate RFPCS 10th anniversary. Volunteer donations rather than selling tickets, sell popcorn and water, ask Brown Church to use their space, Oct. 21 6:00-8:00. 3) Turkey Toss instead of Turkey Trot in Nov. 4) Cookie walk in Dec.

**New Business**

* C. Brings moved to approve 2022-23 Emergency Operations Plan. T. Strout seconded. Motion carried.
* T. Strout has invited 2 parents to join the board of trustees. Both seemed interested and said they would fill out applications.

**Public Comment** (N/A)

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

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

* Juliet: compile all HOS evaluation reports and create SWOT analysis
* Need to craft an email to parents about resurrecting a parent group
* Next Meeting – Nov. 16, 6:00 pm

**Meeting adjourned at 7:23 pm**