

Robert Frost Public Charter School
Board of Trustees Meeting
Minutes for May 17, 2023 – 6:15 pm
Robert Frost Public Charter School * 110 Main Street * Conway, NH

Called to Order at 6:16 pm.

Members in Attendance: J. McLauchlan (joined after non-public session complete), C. Brings, J. Broder, J. D’Avila, T. Strout, T. DeTore, K. Wakefield

Members Absent: None

Meeting Business

- C. Brings moved to accept K. Wakefield as a member of the board of trustees. T. Strout seconded. Motion carried.

Non-public Session: held from 6:24 to 7:12 pm.

Meeting Business (continued)

- T. Strout moved to approve minutes from April meeting. T. DeTore seconded. Motion carried.
- No email votes to ratify.
- No nominations for secretary or vice-chair offered.

Administration

- J. McLauchlan presented Monthly Snapshot (see HOS report for May 2023 BOD meeting). Breakdown of enrollment by grade for next school year (2023-24) K-6, 1-3, 2-3, 3-3, 4-0, 5-3, 6-2, 7-6, 8-2, HS (9-12) – 6.
- T. Strout presented Treasurer’s Report (see 2023 May Financial Report). T. DeTore moved to approve. K. Wakefield seconded. Motion carried.

Old Business

- Fundraising updates:
 - * “May the 4th Be With You” event: Auction made about \$2000 and snack sales about \$100.
 - * June 3 plant sale: plants being prepared. Add bake sale. BoT members/parents will contribute.
 - * June 8, Bingo at Red Parka. Please try to attend.
- Property search – no update.
- Website improvement suggestions. T. DeTore presented proposed changes with visuals. Discussion resulted in go-ahead for T. DeTore to begin implementing improvements.
- Summer Program (July 31 - Aug. 25) will be cancelled due to lack of enrollment.
- J. D’Avila has not yet arranged a meeting with Bartlett and Jackson HOS’s to discuss HS attendance. Discussion on feasibility resulted in postponing this outreach until program coordinator can be hired and detailed HS curriculum and program variations can be developed.

New Business

- Assessment of blended classroom discussion tabled for next meeting.
- Advertising teacher openings through SchoolMint is began this month.
- Reviewed Grant Program Assurances and found all to be in compliance.

Public Comment (N/A)

Summary and Action Items

- J. McLauchlan will provide current staff hiring recommendations for next year.
- J. D'Avila will present HOS offer letter for next year.
- T. Strout will begin working on budget for next year.
- Monthly open house will be held June 20.
- T. DeTore will begin implementing website improvements.
- Last day of school celebration at 11:30 am, June 14.
- Next Meeting – June 21, 6:15 pm

Adjourned at 7:57 pm

Submitted by Juliet D'Avila

Acting Secretary, RFPCS Board of Trustees

5/20/2023

Head of School Report for May 2023 Board Meeting

Current Enrollment

K – 3 1st – 3 2nd – 3 3rd – 0 4th - 3 5th – 1 6th – 4 7th – 1 8th – 1 9th – 1 10th – 2 11th – 1 12th
- 1 Total: 24

Classroom Count: K-2 = 9 3/4/5/6 = 8 7-12 = 7

• Staffing Update

o Open Positions

▪ Program Developer

▪ Lead Teachers

• Note: The teaching staff of a chartered public school shall consist of a minimum of 50 percent of teachers either New Hampshire certified or having at least 3 years of teaching experience.

▪ Classroom Assistants

▪ We continue to advertise for all positions.

• State & Federal Reporting

o Completed

▪ Town of Conway – Part two of property tax exemption form completed and delivered.

o In Progress / To Do

▪ Financial Audit/Annual Form 941 for year end 6/30/2023

• Preparation takes place during summer.

• Auditors on sight in September.

• The process continues through April of next year.

▪ Grant assurances and GEPA statement.

▪ 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
- NOTE: All the above reports are due between July 5th and August 11th

- Civil Rights Data Collection
- Charter School Annual Progress Report
- 2023-2024 School Board Report
- 2023-2024 Teacher Salary Schedule

• Open Enrollment – 23/24 SY

- Projected enrollment numbers: K = 6, 1 = 3, 2 = 3, 3 = 3, 4 = 0, 5 = 3, 6 = 2, 7 = 6, 8 = 2, 9 = 2, 10 = 1, 11 = 2, 12 = 2 Total = 35

o Open houses, tours, and inquiries are ongoing.

- State Assessments

o Summative Assessments (NH SAS)

- In progress

• **Other News/Upcoming Events**

o May 18th – Spring cleanup 2pm to 4pm.

o Saturday, May 20th – “Brown Church” is utilizing our green space for a fundraising event.

o May 29th – No school

o June 8th – Bingo for a Cause fundraiser – Red Parka Pub

o June 14th – Last day of school.

- Watch Me Shine talent show begins at 11:30 am.

- Move Up Ceremony follows.

- Early dismissal day.