**RFPCS Meeting of the Board of Trustees**

**Minutes for Aug. 17, 2022 – 6:00pm**

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

**The meeting was called to Order at 6:00 pm.**

Role Call (no public present)

Members in Attendance: J. McLauchlan, T. Strout, J. Fleischer, C. Brings, K. Orr, P. McMurray

Members Absent: none

**Meeting Business**

* K. Orr moved to accept June meeting minutes as written. T. Strout seconded. Motion approved.
* C. Brings moved to accept Aug. 8 meeting minutes as written. T. Strout seconded. Vote approved.
* T. Strout moved to accept resignations from the BoT of J. Champagne (emailed June 16) and J. Boewe (emailed Aug. 8). C. Brings seconded. Motion approved.
* No nominations for secretary and vice-chair were offered.

**Administration**

* J. McLauchlan presented Monthly Snapshot report (see HOS Report for August 2022).
* T. Strout presented Treasurer’s Report (see 2022 August Financial Report)

Due to final PP payment being so low this year and full amount available through HEFA loan already drawn, a personal loan from a board member was secured until ESSER III money becomes available. CSP expansion grant has been completed and submitted. Budget will need to be updated and re-approved at next meeting. C. Brings moved to accept Treasurer’s Report. K. Orr seconded. Motion approved.

* High School Steering Committee had shifted their meetings from weekly to monthly due to the previous board decision in July that HS opening would not be until the fall of 2023. Program of Studies document is not yet complete. The HS curriculum offerings this year will be relying on subscribing to Edmentum and enrolling students in its courses.
* Interviews for new 7th – 12th grade students required by our charter are scheduled to take place Aug. 23 and 24. We are still accepting enrollment in grades 3 – 12.

**Old Business**

* HOS annual evaluation still needs to be completed. Added to Action Items.
* Adding back in specials such as Music, PE, Foreign Language, etc. will be postponed until after this school year begins – sometime in Oct. Asking coaches to come in and work with students on teamwork was suggested.
* Fundraising discussion tabled to next meeting.
* E. Grant from the Lilliputian BoD continues to advise and assist us in our search for property and building that we could share.
* T. Strout, J. McLauchlin and J. Fleischer have been in contact with Continuum organization to re-visit the possibility of building near Kennett HS and sharing space with Lilliputian. Will be meeting with them by the end of the month.
* Student Support Specialist position:

\* C. Brings recommended a job description redefinition and clarification of duties is needed.

\* Vote on HOS recommendation to fill SSS position will be postponed until further clarification of job description is put in writing and voted on by the board.

**New Business**

* Since we have no candidates available for 2 lead teacher positions, T. Strout and J. Fleischer are willing to work as long-term substitutes until the positions can be filled by qualified candidates. Both have educational experience and qualifications.
* T. Strout has offered to submit regular FB postings on RFPCS’s FB page to promote the school. She will only post pre-published RFPCS info or submit postings to the BoT for approval.
* BoT SWOT Analysis from 21/22 staff was discussed. HOS needs each of us to email our comments about it to her to fulfill grant and reporting requirements.
* Changes made by HOS to Family Handbook and Staff Handbook were discussed. C. Brings moved to approve Family Handbook changes with reinstatement of “history” section revised. T. Strout seconded. Motion approved. T. Strout moved to approve Staff Handbook changes. K. Orr seconded. Motion approved.
* Possibility to request HEFA board to expand our line of credit limits was discussed.
* Delinquent tuition of almost $8500 was discussed. At this time preference is to continue to reach out to delinquent person rather than pursue litigation.
* No other new business was brought up for discussion.

**Public Comment** (N/A)

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

**Summary and Action Items**

* Juliet: compile all HOS evaluation reports and create SWOT analysis
* Juliet/Tracy: formally present HOS SWOT analysis to Janine before next BoT meeting
* Cathy: write out suggestions for Student Support Specialist job description changes
* Everyone: email comments on SWAT analysis to HOS

**Next Meeting – Oct. 19, 6:00 pm**

**Meeting adjourned 7:28 pm**