

**Robert Frost Public Charter School**  
**Board of Trustees**  
**Meeting Minutes for December 18, 2024**  
Robert Frost Public Charter School \* 110 Main Street \* Conway, NH

**Called to Order** 6:01 pm.

Members in Attendance: J. McLauchlan, T. Strout, J. D'Avila, T. DeTore, C. Brings, K. Wakefield

Members Absent: none

**Meeting Business**

- T. Strout moved to approve Nov. meeting minutes. C. Brings seconded. Motion carried.
- No email votes to ratify.
- No nominations for secretary or vice-chair.

**Administration**

- Monthly Snapshot - see "HOS Report for Dec. 2024 BOD meeting." Hope to have all purchases using FEMA funds completed by the end of Feb.
- Treasurer's Report - see "2024 Dec. Financial Report RFPCS." C. Brings moved to approve treasurer's report. K. Wakefield seconded. Motion carried.

**Old Business**

- Fundraising updates:
  - Tuesday Night Bingo update: attendance is down lately due to winter weather setting in and holiday events happening. Intend to send an email to parents asking for volunteers to help.
  - Grants update: NH Environmental Education grant was denied so funds will have to be raised from a different source to take students to Squam Lakes Science Center in the spring. J. McLauchlan is trying to get a Smartboard for the HS class through the CSP grant. Our security grant expires Dec. 31 but Pope Security says they will get improvements to our system installed before then.
  - Dates for Casino fundraiser have been assigned for sometime in Feb. at the new Conway Casino. Revo Gaming determined us eligible to fund raise with them thanks to J. McLauchlan applying on our behalf and following up.
- New website live publication update: T. DeTore will start adding new images and content this month and next.
- New sign update: Gemini is working on it. Should be installed by the first of the year.
- Winter Dance, Jan. 31, 6 – 8 plans going forward. Will send out flier when classes resume in Jan.

**New Business**

- Discussed our lease with the Historical Society. Rent will increase by 3% in July. They will need to know by Dec. 2025 if we intend to extend our lease beyond June 2027.
- Discussed RFCPS foreign language requirement for HS graduation. T. Strout moved to remove foreign language as a graduation requirement for RFCPS. K. Wakefield seconded. Motion carried.

**Public Comment** (N/A)

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

**Next Meeting – Jan. 15, 6:00 pm**

**Adjourned at 7:11 pm.**

Submitted by Juliet D'Avila

Acting Secretary, RFCPS Board of Trustees

January 13, 2025

Approved by Board of Trustees on Jan. 15, 2025