

Robert Frost Public Charter School
Board of Trustees Meeting
Minutes for September 18, 2024 – 6:00 pm
Robert Frost Public Charter School * 110 Main Street * Conway, NH

Call to Order at 6:02 pm

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

Members Absent: none

Meeting Business

- C. Brings moved to approve August meeting minutes. T. DeTore seconded. Motion carried.
- No nominations for secretary or vice-chair.

Administration

- Monthly Snapshot - see "HOS Report for Oct. 2024 BOD meeting."
- Treasurer's Report - see "2024 Oct. Financial Report RFPCS." Treasurer has opened regular checking and petty cash accounts with Lighthouse Credit Union to replace accounts with Northway Bank. Bingo account is also with Lighthouse. Total transfer to the credit union will take several months at least as NH DoE takes a long time to shift where they will deposit our per pupil payments. K. Wakefield moved to approve Treasurer's Report. C. Brings seconded. Motion carried.

Old Business

- Discussed program developer position to fill and the need for teacher assistant shared between upper el and lower el classrooms. T. Strout moved to hire a shared teacher assistant. C. Brings seconded. Motion carried. Discussed other possible positions, possibly part time, including admin assistant and student support liaison.
- Everything is on track for Community Open House and first floor classrooms re-opening after flood damage repairs to be held Sept. 21 from 11:00 to 2:00. Conway Sun reporter will attend and write an article for the newspaper.
- Fundraising updates:
 - No new grant applications.
 - Tuesday Night Bingo needs more volunteers. Asking all board members to help at least 1 Tuesday a month.
- Property search update: J. McLauchlan reported on a conversation she had with Conway School Board Chair. No decision will be made about what to do with the old J. Fuller School property until next spring at the earliest. Conway School Board is forming a committee to assess property value and needed repairs and suggested uses. Board chair assured J. M. that RFCPS's request to occupy the property is on top of the considerations pile.
- New website live publication update: T. Strout needs to delete some things from the website to make room for T. DeTore to upload new content.
- Discussed Before and After Care needs. Before Care is where the greatest need is. J. D'Avila volunteering in Sept. through the end of Oct. to cover it. Plan to set hours of new hire teacher assistant to cover Before Care long term.

New Business

- Discussed benefits of Valley Promotions annual membership. T. Stout moved to allocate \$75 for membership dues. K. Wakefield seconded. Motion carried.
- Discussed adjustment needed to plans for new sign. See “Sign Rules – More Information 9-11-24.” T. Stout will reach out to Gemini Signs to request a new quote that includes a covered letterboard for posting information.

Public Comment (N/A)

Non-Public Session (N/A)

Next Meeting – Oct. 16, 6:00 pm

Adjourned 7:08 pm.

Submitted by Juliet D'Avila

Acting Secretary, RFCPS Board of Trustees

October 15, 2024

Board approved – 10/16/24