

**Robert Frost Public Charter School
Board of Trustees Meeting
Minutes for August 16, 2023**

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

Called to Order at 6:17 pm

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

Members Absent: J. Broder

Meeting Business

- C. Brings moved to approve minutes from August meeting. K. Wakefield seconded. Motion carried.
- C. Brings moved to ratify email vote to approve background check policy. T. DeTore seconded. Motion carried.
- No nominations offered for secretary or vice-chair.

Administration

- J. McLauchlan presented Monthly Snapshot (see HOS report for August 2023 BOD meeting). Update: As of today only 1 student in grade 6 and 1 in grade 9. Described candidates we extended offers to as lead teachers.
- C. Brings moved to hire: E. LaCava in Lower El class, K. Lipmann in Upper El class, T. Strout in Middle School class and J. Broder in High School class, all pending final results of criminal background check and health release forms submitted. K. Wakefield seconded. Motion carried.
- T. Strout presented Treasurer's Report (see 2023 August Financial Report). Consensus of the Board to use ESSR II grant funding to extend hiring and retention bonuses to all teaching staff. C. Brings moved to approve report. T. DeTore seconded. Motion carried.

Old Business

- Fundraising updates:
 - * Book Bin at Hannaford has been postponed until late autumn (Oct. or Nov.)
 - * License application for starting ongoing Bingo nights has been submitted to the NH Gaming Association. Approval may take several months. Tri-State will provide our equipment.
 - * Dine to Donate opportunities for fall are yet to be set up.
 - * Halloween dance: tentative date Oct. 31, 6:30 – 8:30 pm here at the school. Possible Treat-or-Treat candy distribution from 5:30 – 6:30.
- Website improvement update: T. DeTore added a few more pages. Next meeting board can look at/revise content.
- Curriculum Committee update: C. DeTore joined. Goal to have at least 1st quarter completed as a resource for new hires by the time school starts.
- School van(s) purchase update: 12 passenger Ford Transit for sale at Crest Auto. In good shape and priced to fit in our budget. Planning a test drive soon.

New Business

- Regulations for staff members serving on BoT: at current ratios, only one RFPCS employee can serve as a voting BoT member. As treasurer/vice-chair T. Strout will retain full board member status and J. Broder will be invited to serve as an advisory board member.

- NH Food Bank possible source for student breakfast/snack/lunch needs? After extensive inquiry it has been determined that this is not possible. RFPCS might be able to serve as a food pantry only, but this will not meet our students' need.
- Everyone please try to physically attend the next BoT meeting at the school, rather than on Zoom.

Public Comment (N/A)

Non-Public Session (N/A)

Summary and Action Items

- Next Meeting – October 18, 6:15 pm

Adjourned at 7:30 pm.

Submitted by Juliet D'Avila

Acting Secretary, RFPCS Board of Trustees

9/19/23

Head of School Report for August 2023 Board Meeting

Projected Enrollment - Open houses, tours, and inquiries are ongoing.

K: 5 1st: 3 2nd: 2 3rd : 2 4th : 0 5th : 3 6th : 2 7th : 6 8th : 4 9th : 2 10th : 2 11th : 2 12th : 2
Total: 35

• Staffing – Advertising is ongoing.

o Open Positions

- Classroom Assistants
- Program Developer
- Student Support Specialist

• State & Federal Reporting

o Completed

- 2023-2024 School Board Report
- Free & Reduced Lunch Report (2)
- End of Year Enrollment detail report (EOY) (2)
- Indoor Air Quality Report (2)
- School Safety Data Collection (2)

o In Progress / To Do

- Financial Audit/Annual Form 941 for year end 6/30/2023
- Preparation takes place during summer.
- Auditors on sight 9/21 & 9/22.
- 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:
- Credits & GPA Report (high school)
- ELO Report (high school)
- College & Career Readiness & Civics report (high school)
- School Calendar – First phase of report completed.
- Home School Academic report
- Virtual Instruction/Remote Learning report
- Teacher Salary Schedule
- Health Survey
- Civil Rights Data Collection
- Charter School Annual Progress Report
- School Budget
- Emergency Operations Plan