

**Robert Frost Public Charter School  
Board of Trustees Meeting  
Minutes for October 15, 2025**

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

**Call to Order at 6:01 pm**

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

Members Absent: none

**Meeting Business**

- T. DeTore moved to approve September meeting minutes. M. Schaurte seconded. Motion carried.
- No nominations for secretary or vice-chair.

**Administration**

- J. McLauchlan presented Monthly Snapshot - see "HOS Report for October 2025 BOD meeting."
- T. Strout presented Treasurer's Report - see "2025 10 Financial Report RFPCS." K Wakefield moved to approve report. T. DeTore seconded. Motion carried.

**Old Business**

- Fundraising updates:
  - M. Schaurte presented Fund Raising Committee update: 1<sup>st</sup> meeting was Oct. 9 with 5 parents and 2 board members in attendance.
  - Tuesday Night Bingo update: Sept. profit was about \$2000 which looks to be a fairly reliable figure to count on for a monthly profit margin going forward.
  - Grants update: REAP funds can be used to extend IXL subscription to language arts and with a "bundle" promotion we will get social studies and science as well. Finding IXL to be better suited for middle school and upper el students than for High school students.
  - Family Bingo, Oct. 26: we have plenty of gift prizes from previous donations and will purchase a few gift cards for adult winners. Game sheet prices will be reduced from last time to accommodate families with multiple children.
- Board Meeting Minutes from 2024 and 2025 to date have been posted on website. J. D'Avila will send approved meeting minutes to R. Bushy to post each month going forward.
- New press release needed. Ideas for subjects include Turkey Toss, PBL projects and Bingo.
- Wall was moved Sept. 27 to give more room to HS classroom and less room for conference area. Special educators who use conference room have been very accommodating – finding ways to make the limited space work for their needs.
- By-laws update to be prepared by T. Strout and J D'Avila slated for board review Nov. 19.

**New Business**

- Discussed a candidate for HOS Assistant – best way to proceed with developing a relationship for possible future staff needs.
- Reviewed candidate for UE lead teacher. C. Brings moved to hire Matthew Kelly as UE lead. T. Strout seconded. Motion carried.
- Discussed request for board to consider before and after care scholarship for families who are eligible for food assistance. J. D'Avila will research Project Succeed grants, local non-profits and other grants who might fund this.

- Discussed plans for autumn school dance: Nov. 1, 6:00 – 8:00, family oriented, all students invited and must be accompanied by parents. Fundraising Committee will provide snacks to sell.
- DOE 25 will be sent out for email vote for approval which has to be completed by Oct. 20.
- HS lead teacher, J. Broder has requested \$2500 to renew our Edmentum subscription for HS students because the IXL curriculum is not conducive to HS needs. T. Strout and J. McLauchlan will review budget and actuals to see where this amount can be found.
- J. McLauchlan announced that a move out of the area for her is no longer imminent.
- Conway Historical Society has requested a discussion about a new lease extension. J. D'Avila will contact them.

**Public Comment (N/A)**

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

**Next meeting – Nov. 19, 6:00 pm**

**Adjourned 7:47 pm.**

Submitted 11/18/25  
by J. D'avila  
acting Secretary RFCPS Board of Trustees

- board approved 11/19/15