**Robert Frost Public Charter School**

**Board of Trustees Meeting**

**Minutes for February 15, 2023**

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

**Called to Order at 6:08 pm**

No public present.

Members in Attendance: J. McLauchlan, T. Strout, J. Broder, C. Brings, T. DeTore, J. D’Avila

Members Absent: C. Brings left at 6:12 pm

**Meeting Business**

* T. Strout moved to approve minutes from Jan. meeting as written, T. DeTore seconded. Motion carried.
* T. Strout moved to accept K. Orr’s resignation from the board. C. Brings seconded. Motion carried.
* No nominations for secretary or vice-chair offered.
* All agreed to suggested meeting time change to 6:15 pm.

**Administration**

* J. McLauchlan presented Monthly Snapshot (see HOS report for February 2023 BOD meeting).
* Monthly Treasurer’s Report not available due to problem with Quickbooks not synchronizing with RFPCS bank account feed. Problem was fixed Feb. 13 but not enough time to get financials updated by today’s meeting. T. Strout will send report to the board next week.

**Old Business**

* 5% merit pay raise for HOS that was approved at last meeting can be funded as a bonus through ESSR II grant. This pay raise will be added to next year’s budget.
* Fundraising updates:

\*Winter Carnival Dance on March 3 will be held at the school this time. Will have volunteer donation basket and sell bottled water and glow sticks.

\*Cook-Off competition on March 31 has not been worked on.

\*April calendar raffle will be adjusted to present prizes on weekdays only. Currently have enough prizes to fill it. Will be sent home with students to sell by Mar. 1.

\*”May the 4th Be With You” event will be held inside at school to avoid need for permit. 5:00-7:00 pm. Will need to sell snack items. On-line raffle possibility where winners are announced at the event (have had good luck with on-line raffle in past). B. Kustan has volunteered to approach businesses for donations and to stuff envelopes for mailing appeal.

\*June plant sale – nothing to update.

* Property search – nothing to update.
* 2 candidates have been interviewed for program developer and community outreach/marketing position. 1 of them is being encouraged to apply for student support position. Will have at least 1 hire recommendation to submit for approval soon.
* No volunteer to head up High School Committee offered. May be a good role for new program developer hire.
* Website improvement: T. Strout suggested purchasing marketing services from SchoolMint. She will share link to their presentation with the board. Board will review and discuss by email over the coming week and be prepared to vote by email by Feb. 20.
* Drive Time interview scheduled for last week had to be postponed due to some participants contracting COVID19. New date not yet determined.

(Plans for meeting with Bartlett and Jackson HOS’s to discuss HS attendance tabled until May.)

**New Business**

* Offer of donation of XC ski equipment for upper grade students (to replace ESSC Ski). Although appreciated it will not be needed as none of our students will be participating in ESSC this year.
* Summer Program plan: STEAM camp with different themes each week. 4 to 6 weeks long. For students 6 to 12 years old. Taught by J. D’Avila and T. Strout. 12 students needed or we can’t afford to run it. J. Broder moved to proceed with advertising and registering students. T. DeTore seconded. Motion carried.
* School Spring education job board listing is still active and able to be updated.
* Plans need to be made for Teacher Appreciation Week (May 8-12) and Spirit Week (April 17-21)

**Public Comment** (N/A)

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

**Summary and Action Items** (2 minutes)

* HOS bonus will be implemented.
* Winter Carnival Dance event will be implemented.
* April Calendar Raffle will be distributed for sale.
* Interviewing and hiring of Program Developer and Student Support will continue.
* SchoolMint service offer will be reviewed and purchase voted on.
* Drive Time interview will be rescheduled.
* Summer Program advertising and registration materials will be developed and implemented.
* Next Meeting – Mar. 15, 6:15 pm

**Meeting Adjourned 7:28 pm**

∗The public comment section of our agenda is an opportunity for community members to comment on the work of the board. Members of the board are interested in hearing views from individuals, but we will NOT be able to respond to comments immediately in this forum. They will, however, receive serious consideration, and may warrant discussion at a later date. Please limit your comments to 2 minutes to allow time for others to speak. For lengthier comments, please feel free to submit a letter to the board or email the board at trustees@robertfrostcharterschool.org.

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