

**Robert Frost Public Charter School
Board of Trustees Meeting
Minutes for April 19, 2023**

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

Called to Order at 6:18 pm

No public present.

Members in Attendance: J. McLauchlan, C. Brings (6:31), J. Broder, J. D'Avila, T. Strout

Members Absent: T. DeTore

Meeting Business

- T. Strout moved to approve minutes from March meeting as written. J. Broder seconded. Motion carried.
- No email votes to ratify.
- No nominations for secretary or vice-chair offered.

Administration

- J. McLauchlan presented Monthly Snapshot (see HOS report for April 2023 BOD meeting).
- T. Strout presented Treasurer's Report (see 2023 Apr. Financial Report). C. Brings moved to approve, J. Broder seconded. Motion carried.

Old Business

- Fundraising updates:
 - *April calendar raffle was not as successful as past years. Discussed ways to improve sales, especially for secondary students.
 - *"May the 4th Be With You" event is on target. Auction site is progressing nicely and will soon be ready to go live. Ads are being run and banner is ready to put up. List of things still needed will be sent out by the end of the week.
 - *June 3rd plant sale: perennials must be taken from school garden before then, donations welcome, sales and displays must be inside building.
- Property search: nothing to update.
- Website improvement suggestions postponed until next month due to T. DeTore being absent.
- Drive Time interview took place with J. McLauchlan and J. Broder on Apr. 5. Went very well.
- Summer Program July 31 - Aug. 25 update: 1 registered student so far. Registration closes at the end of May. Must have 12 students for each session to make it worthwhile to run.
(Plans for meeting with Bartlett and Jackson HOS's to discuss HS attendance tabled until May.)

New Business

- Edmentum contract for 2023-24 school year discussed. T. Strout moved to allocate \$2600 from CSP grant to renew for the 2023-24 school year. J. Broder seconded. Motion carried.
- Policy on use of microwave by students and a requested update to allow HS student use was discussed. Board will ask HS students to submit in writing their ideas on how to address issues of fairness to all students, user responsibility for care and cleanliness of equipment, and parameters on what time(s) of day it can be used and how use time will be allocated to ensure adequate availability to all.
- Policy for early K enrollment requests was discussed. C. Brings moved to allow no exceptions to our current policy of only enrolling kindergarten students who have had their 5th birthday by Sept. 30 of the school year they are enrolling. T. Strout seconded. Motion carried.

- Lease renewal request from Historical Society – our lease states 2 years advance notice is needed for us to request a lease extension. They need to know if we want to extend our lease through June 2027 (years 8 & 9). T Strout moved to request a lease extension from July 2025 through June 2027. J. Broder seconded. Motion carried.
- Teacher Appreciation Week plans for May 8-12 were not discussed due to lack of time.

Non-Public Session (N/A)

Summary and Action Items

- Next Meeting – May 17, 6:15 pm

Adjourned at 8:10 pm

Submitted by Juliet D’Avila

Acting Secretary, RFPCS Board of Trustees

4/22/2023

Head of School Report for April 2023 Board Meeting

Current Enrollment

K – 3 1st – 3 2nd – 3 3rd – 0 4th - 3 5th – 1 6th – 4 7th – 1 8th – 1 9th – 1 10th – 2 11th – 1 12th
- 1 Total: 24

Classroom Count

K-2 = 9 3/4/5/6 = 8 7-12= 7

• Staffing Update

o Open Positions

- Program Developer – candidate withdrew acceptance of position due to personal situation.
- The position will be re-advertised.
- Carrie Slife joined the team as our Student Support Specialist.
- We continue to advertise for lead teachers and classroom assistants.

• State & Federal Reporting

o Completed

- Financial Audit/Annual Form 941 – completed.
- Copy sent to NH DOE, as required.
- Town of Conway – Part one of property tax exemption form completed. Part two of the form is due in June.

o In Progress / To Do

- Grant assurances.
- Open Enrollment – 23/24 SY
- o 8 new enrollments received to date. (2 additional since March mtg.)

▪ K = 4, 1 = 3, 2 = 3, 3 = 3, 4 = 0, 5 = 3, 6 = 2, 7 = 5, 8 = 1, 9 = 2,
10 = 1, 11 = 2, 12 = 2 TOTAL = 31

o Open houses, tours, and inquiries are ongoing.

• State Assessments

o Summative Assessments (NH SAS)

▪ Week of May 15th

• **In Other News...**

o PBL Showcase is Friday, April 21st.

▪ PBL theme is “Why Settle for Conway.”

▪ Focus areas, Agriculture, Industry, and People

o Spring vacation week is April 24th – April 28th.

o Saturday, May 20th – “Brown Church” is utilizing our green space for a fundraising event.