

**Robert Frost Public Charter School  
Board of Trustees Meeting  
Minutes for January 21, 2026**

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

**Called to Order at 6:04 pm.**

Members in Attendance: Juliet D'Avila, Tracy Strout, Cathy Brings, Tony Detore, Kim Wakefield, Melissa Schaurte, Janine McLauchlan

Members Absent: None.

**Meeting Business**

- C. Brings moved to approve J. D'Avila's attendance via MS Teams due to her residing Texas this month. M. Schaurte seconded. Carried unanimously.
- K. Wakefield moved to approve December's meeting minutes. T. DeTore seconded. Carried unanimously.
- No nominations for secretary or vice-chair.

**Administration**

- J. McLauchlan presented the Monthly Snapshot - see "HOS Report for January 2026 BOD meeting." Discussions followed: 1) inability to hire a HS math/science teacher and how it impacts the remainder of the school year. 2) ideas for Mar. 20 Professional Development.
- Treasurer's Report – will be delayed this month due to some bank issues delaying the ability to update and reconcile the books. T. Strout will send it to the board by email by the end of the month.

**Old Business**

- Fundraising updates:
  - M. Schaurte presented the Fundraising Committee report: Calendar Raffle is underway and Sock Hop open to the public is being planned for April 17 to include an ice cream & soda bar.
  - Tuesday Night Bingo update: Limitations of current volunteers and lack of new volunteers is creating strain for those running it, particularly at closing.
  - Grants update: none.
- Press release update: none.
- By-laws update slated for board review Jan. 21: Discussed larger than expected scope of this project. Chair suggested that we update portions over several months with final draft ready for approval by our Annual Meeting in June.
- Conversation with Conway Historical Society about lease extension is still pending.
- Board connection with Mountain Village Charter School – still in communication trying to find a date/time that works for everyone.
- Discussed initiating a Deputy Treasurer officer position as suggested in auditor's summary to meet best practice goals. Decision will be incorporated in planned update of the by-laws.

**New Business**

- Review/discussed Annual Financial Report and Government Letter from our auditors for fiscal year 2024-25. K. Wakefield moved to approve our response for submission. C. Brings seconded. Carried unanimously.

- M. Schaurte moved to approve hiring Ashley Matthews as a substitute teacher. T. Strout seconded. Carried unanimously.
- C. Brings moved to approve draft policy of Exceptions to Health and Sex Education Instruction that is required by the State of NH. T. Detore seconded. Carried unanimously.
- Reviewed and agreed to Lease Aid Renewal Application.
- All agreed to suggestion of changing next board meeting's date to Feb. 25 so it will be after the winter school break.

**Public Comment (N/A)**

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

**Next Meeting – Feb. 25, 2026, 6:00 pm**

**Adjourned 7:00 pm.**

Submitted Feb. 23, 2026

By Juliet D'Avila

acting Secretary RFCPS Board of Trustees

Board approved 2/25/26