

**Robert Frost Public Charter School
Board of Trustees Meeting
Minutes for April 16, 2025**

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

Called to Order at 6:02 pm

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

Members Absent: none

Meeting Business

- C. Brings moved to approve Mar. meeting minutes. K. Wakefield seconded. Motion carried.
- Ratify email votes – none.
- No nominations for secretary or vice-chair.

Administration

- J. McLauchlan presented Monthly Snapshot - see “HOS Report for Apr. 2025 BOD meeting.”
- T. Strout presented Treasurer’s Report - see “2025 Apr. Financial Report RFPCS.” K. Wakefield moved to approve. T. DeTore seconded. Motion carried.

Old Business

- Fundraising updates:
 - Tuesday Night Bingo update: attendance has improved with spring weather - more than 20 people each week.
 - Grants update: Federal investigations have concluded and we can proceed with spending the CSP Grant funds.
 - March Casino fundraiser update: \$18,355.55 received from Revo. Less than last year because of a new requirement that profits must be shared between 2 non-profit organizations.
 - Sweatshirt sale order forms have been published. 4/18 is the last day to turn them in.
 - “May the 4th Be with You” Family Bingo event, 3:00-6:00. Star Wars themed with reduced number of games and non-cash prizes so children can participate.
- New website update: T. DeTore is ironing out last few glitches. Will be published live by the end of the week.
- Press release update: none
- J. D'Avila shared a document beginning a proposal to SAU9 for vacant elementary school usage. Suggestions from board will be incorporated into a draft which J. D'Avila will finalize and email to RF and Lilliputian board members for input by Apr. 25. Proposal due to SAU9 by May 2.
- HS graduation will be held June 7, 1:00 pm at M&D Productions, Eastern Slope Inn, N. Conway. J. Broder will be keynote speaker.
- Middle/high school prom will be held May 17, at N. Conway Community Center.
- Discussed action plan needed for students using lawn mower for RFCPS. Will need to develop a full training program and policies outlining detailed parameters of usage with parental permission form in order to be in compliance with our liability insurance requirements.

New Business

- Discussed ratification form required to complete 990 reporting (see “Ratification of Wages for BOT members.” C. Brings moved to approve. K Wakefield seconded. Motion carried.

- Discussed focus of Program Developer role going forward (see “For Board Discussion”). Decided developing a HS Program of Studies is the most critical need in the short time left that PD salary is covered by CSP Grant.
- Discussed parameters for participation in Prom (see “For Board Discussion”). J. McLauchlan will draft a policy and send it out for an email vote.

Public Comment (N/A)

Non-Public Session (N/A)

Next Meeting – May 21, 6:00 pm

Adjourned 7:47 pm.

Submitted 5/16/25

by Juliet D'Avila

acting secretary RFCPS Board of Trustees

Board approved - 5/21/25