

**Robert Frost Public Charter School
Board of Trustees Meeting
Minutes for August 21, 2024**

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

Called to Order at 6:05 pm

Members in Attendance: Janine McLauchlan, Tracy Strout, Kim Wakefield, Tony DeTore, Juliet D'Avila

Members Absent: Cathy Brings

Meeting Business

- T. Strout moved to approve July meeting minutes. K. Wakefield seconded. Motion carried.
- Acknowledged that S. McGrath submitted her resignation as Program Director on July 30. Ad will need to be placed to fill this position.
- Nominations for secretary or vice-chair?

Administration

- J. McLauchlan presented Monthly Snapshot - see "HOS Report for August 2024 BOD meeting." Most current total enrollment is 35.
- T. Strout presented Treasurer's Report - see "2024 August Financial Report RFCPS." Final per pupil payment was received from the state - \$24,000. FEMA money also received – a little over \$100,000. Received a \$1638 donation for Bingo start-up (RFCPS has also paid over \$3000 for Bingo costs). New bank account was opened at the Credit Union just for Bingo revenue and cost. T. DeTore moved to approve financial report. K. Wakefield seconded. Motion carried.
- Minor changes (spelling and grammar fixes, added staff sick time changes that were approved by board last Dec.) to the 2024-25 Staff Handbook were reviewed - see "Staff Handbook 2024-2025 Draft." K. Wakefield moved to approve. T. Strout seconded. Motion carried.
- Policies and forms supporting compliance with the McKinney-Vento Homeless Assistance Act were reviewed – see "McKinney-Vento Package for Board Review." T. Strout moved to approve. K. Wakefield seconded. Motion carried.
- Policy on Sports Related Injuries Emergency Action Plan was reviewed – see "EOP for Sports related injuries RFCPS." T. DeTore moved to approve. T. Strout seconded. Motion carried.

Old Business

- Fundraising updates:
 - Grant application update: nothing to report.
 - Dismissed plans for student car wash, plant/bake sale. Consensus favors a community outreach day highlighting re-opening of 1st floor classrooms and advertising our flexible HS program so that costs can be covered by CSP grant. Planned for Sept. 21, 11:00 – 2:00.
 - Tuesday Night Bingo report: things going well so far but we need more volunteers to help so lots of people know how to run the games. Will have recouped start-up investment by end of Oct. Discussed suggestions for increasing ticket sales and using TV monitors to advertise.
 - MarketBasket lemonade and bake sale Aug. 1, 2 raised \$269.
- Property search update: charter for a new K-12 school was approved by State Board of Ed. this summer to operate here in the MWV area. They may be competition for obtaining the vacated J. Fuller School property that we would like to occupy.

- New website live publication update: T. DeTore has many things ready to upload and will begin the process soon. Techsoup.org gave us a discount on our WIX subscription, the platform for hosting our website.
- Press release update: nothing to report.

New Business

- Discussed advantages of NH Alliance for Public Charter Schools membership – see “NHAPCS Membership Fee Explained.” T. Strout moved to approve spending \$185.63 for NHAPCS annual membership dues using CSP grant funds. K. Wakefield seconded. Motion carried.
- Discussed pros and cons of offering before and after care. Email will be sent out to enrolled families to determine the need. J. D'Avila and T. Strout will cover until a new staff member can be hired for this.
- Discussed the possibility of new hires: program developer, admin assistant, student support.
- J. McLauchlan outlined free or inexpensive resources she is investigating or on-boarding for student enrichment.

Public Comment (N/A)

Non-Public Session (N/A)

Next Meeting – Sept. 18, 6:00 pm

Adjourned at 7:32 pm

Submitted by Juliet D'Avila

Acting Secretary, RFCPS Board of Trustees

September 15, 2024

Board approved – 9/18/24