

**Robert Frost Public Charter School
Board of Trustees Meeting
Minutes for March 15, 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, J. Broder, J. D'Avila, T. Strout, T. DeTore

Members Absent: none

Meeting Business

- C. Brings moved to approve minutes from Feb. meeting as written, T. Strout seconded. Motion carried.
- C. Brings moved to ratify all the following email votes:
 - to purchase SchoolMint Direct Ads service for 6 months at a cost of \$7500 – sent on Feb. 19.
 - to hire K. Hullstrung for the Program Development and Marketing position – sent on Mar. 13.
 - to hire C. Slife for the Student Support position – sent on Mar. 13.T. Trout seconded. Motion carried.
- No nominations for secretary or vice-chair offered.

Administration

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

Old Business

- Fundraising updates:
 - *Winter Carnival Dance on Mar. 3 was successful and enjoyable. It raised about \$100.00.
 - *Cook-Off competition scheduled for March 31 has not generated enthusiasm so will be cancelled. We may re-visit at a later date.
 - *April calendar raffle has been created and distributed to students to sell.
 - *"May the 4th Be With You" event discussion included securing donations for on-line auction, getting 4 businesses to sponsor the event, flyer and donation request letter creation, info to SchoolMint to advertise for us, activities for the event on May 4th from 5:00-7:00 pm.
 - *June plant sale will be held June 3. Sale transactions must take place inside building.
- Property search – nothing to update.
- Website improvement suggestions from T. DeTore analysis planned for presenting next month.
- Drive Time reschedule being pursued by J. Broder who is waiting for list of possible dates to be made available to her.
- Summer Program flyer is ready to publish. Dates changed to July 31-Aug. 25.
(Plans for meeting with Bartlett and Jackson HOS's to discuss HS attendance tabled until May.)

New Business

- C. Brings moved to upgrade hiring status of A. McLauchlan to teacher assistant, promoted from long-term substitute. T. Strout seconded. Motion carried. This upgrade will not change her current pay level, hours of work, or policy restrictions of hiring family of current staff members.

- Discussed retroactive lease renewal request from Conway Historical Society (our landlord). If we request the lease extension our rent will definitely be raised, but with a 3% cap. By giving 6 months notice we are able to get out of lease early if we find a place to buy. T. Strout moved to request lease extension for 2 more years (through June 2025). T. DeTore seconded. Motion carried.
- J. McLauchlan presented the 2023-24 school calendar draft. J. Broder moved to approve, T. Strout seconded. Motion carried.
- Discussed merit bonus for R. Bushy due to her extra work in the K-2 classroom and many other extra things she does consistently. T. Strout moved to approve \$2000.00 bonus for R. Bushy to be funded through ESSR II grant. T. DeTore seconded. Motion carried.

Public Comment (N/A)

Non-Public Session (N/A)

Summary and Action Items

- R. Bushy bonus will be implemented.
- April calendar raffle will implemented (in process by next meeting).
- New Program Developer and Student Support Liaison will be brought on-board.
- Website improvement analysis will be begun.
- Summer Program registration will begin.
- Donations and sponsors will be gathered for “May the 4th Be With You” event.
- Next Meeting – Apr. 19, 6:15 pm.

Meeting Adjourned 7:25 pm

Submitted by Juliet D’Avila

Acting Secretary, RFPCS Board of Trustees

3/16/2023

Head of School Report for March 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
 - Candidates for Student Support Specialist and Program Developer have received offers, pending final approval from Board of Trustees.
- Advertisements for Classroom Assistants and Lead Teacher ongoing.
- State & Federal Reporting

- o Completed

- Town of Conway – Part one of property tax exemption form completed.
- Part two of form due in June.

- o In Progress / To Do

- Financial Audit/Annual Form 941 - ongoing
- Open Enrollment
- o Six new enrollments received to date.
- o Open houses, tours, and inquiries are ongoing.
- State Assessments
- o Interim Testing
- Session 1 - Completed
- Session 2 – First week of April
- o Summative Assessments
- Week of May 15th

- In Other News...

- o Current PBL theme is “Why Settle for Conway”
- Focus areas; Agriculture, Industry, and People/Government
- PBL Showcase is April 21st
- o March 21st – Field Trip to Sugar House
- o March 23rd – Early release
- o March 24th – Teacher Workshop Day
- o March 28th

- Field Trip to Camp Cody for Nature’s Classroom program

- o March 31st – Frost Forum