**Robert Frost Public Charter School**

**Minutes for October 19, 2022 – 6:00 pm**

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

**Meeting was Called to Order at 6:06 pm**

Role Call (no public present)

Members in Attendance: K. Orr, J. Fleischer, T. Strout, J. McLauchlan, C. Brings

Members Absent: none

**Meeting Business**

* C. Brings moved to accept September minutes as written. T. Strout seconded. Motion carried.
* No nominations for secretary or vice-chair were offered. Several parents of current students have expressed interest in joining the board.
* T. Strout moved to accept P. McMurray’s resignation as advisory member of the board of trustees. C. Brings seconded. The motion carried.

**Administration**

* J. McLauchlan presented Monthly Snapshot (see HOS Report - October 2022 BOD meeting).

\* Application for lead teacher in K,1,2 has been submitted but qualifications lacking. Sparked discussion of hiring additional administrator with CSP expansion grant funds. No motion made.

\* J. McLauchlan will follow up on a lead for a local photographer to do school pictures since the previous company canceled on us.

* T. Strout presented Treasurer’s Report (see 2022 Oct. Financial Report). C. Brings moved to accept Treasurer’s Report. K. Orr seconded. Motion carried.

\* CSP expansion grant approved!!

\* ESSR 1 grant completely closed out and we were able to use almost all the available funds.

\* A raise for N. Nutting (secondary classroom assistant teacher) was suggested. After discussion, no motion was made.

**Old Business**

* HOS annual evaluation and past due offer letter is in progress.
* Fundraising:

\*Calendar raffle is underway. Calendar is printed and distributed to students to sell.

\*Decades Dance will be Oct. 21 6:00-8:00 pm at Brown Church. T. Strout leads prep and clean up. J. Fleischer will assist.

\*Turkey Toss will be Nov. 18. C. Brings donated hats. Each classroom will create “side dish” targets. T. Strout will arrange sponsors and get T-shirts printed.

\*Cookie Walk – no update.

* Property search update: Eliza Grant submitted floor plan of Lilliputian’s needs to add to our previous floor plan. Full plan submitted to our real estate agent to scan and email to Continuum. Suggested that Building Committee be revived, and that Eliza Grant is asked to chair it.
* Delinquent tuition status – RFPCS will not pursue litigation. Count it as a loss due to inability to contact the delinquent party.

**New Business**

* High School Update – guidance needed! Discussed how to support secondary lead teacher and students. Discussed guidelines on adjusting curriculum to meet student needs. T. Strout will reach out to NH charter school official for written guidelines.
* Both Bartlett and Jackson want to discuss sending students to RFPCS HS in the future. J. McLauchlin is willing to be on that call.

**Public Comment** (N/A)

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

**Summary and Action Items**

* Juliet: compile all HOS evaluation reports and create offer letter
* Juliet: arrange meetings with Scott Grant (Bartlett School) and Jackson School Rep
* Tracy: buy supplies for Decades Dance
* Juliet and Tracy: set up, decorate and clean up after Decades Dance.
* Tracy: get sponsors for Turkey Toss and arrange printing of T-shirts
* Juliet: ask Eliza to chair Building Committee and send email to parents inviting them to join.
* Tracy: reach out to NH charter school official for written guidelines on adjusting HS curriculum to meet student needs.

Next Meeting – Nov. 16, 6:00 pm

**Meeting adjourned at 7:29 pm.**