

**Robert Frost Public Charter School
Board of Trustees Meeting
Minutes for October 18, 2023**

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

Called to Order at 6:17 pm

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

Members Absent: J. Broder

Meeting Business

- C. Brings moved to approve minutes from September meeting. K. Wakefield seconded. Motion carried.
- J. Broder's resignation from the board is acknowledged. Resignation letter sent to board chair via email on Oct. 9.
- C. Brings moved to ratify email vote to approve contracting with RWN to supply snow removal services for the 2023-24 winter season. T. Strout seconded. Motion carried.
- No nominations for secretary or vice-chair offered.

Administration

- J. McLauchlan presented Monthly Snapshot (See HOS Report for October 2023 BOD meeting)
- T. Strout presented the Treasurer's Report. K. Wakefield moved to approve. C. Brings seconded. Motion carried.

Old Business

- Fundraising updates:
 - * Book Bin at Hannaford will happen Oct. 20 – Nov. 10.
 - * Progress on starting Bingo nights: We received good standing verification letter from IRS but their website has not been updated to reflect that. Approval to operate Bingo won't happen until then. Could take until Nov. 5 for the approval to be posted on the IRS website.
 - * Contact has been made for Dine to Donate opportunities. We are on the list for Black Cap, Shannon Door, Flatbread and Trails End, waiting for them to give us a date.
- Property search update: nothing to report.
- Website improvement update: T. DeTore presented what he has built so far for new website. More aesthetically pleasing and easier to use and update.
- Curriculum Committee update: nothing to report.
- Go Fund Me page for Moncrieffe family established by RFPCS and Conway Chamber of Commerce achieved more than its goal of 15 thousand.
- School sign replacement update: T. DeTore will create a design based on the current sign which we can then use to request bids to replace it.
- ESSC ski participation is questionable this year because less than half our students are eligible for it (K and 7-12 grade must be on separate paid programs) and we do not have enough on snow volunteers. Discussed alternative possibilities which we will continue to seek.

New Business (5 minutes)

- New advertising campaign from SchoolMint being developed.
- Received information from the NH DoE about a safety grant offer to fund security cameras and emergency coordination software. J. McLauchlan will write the grant proposal.

- Some rudimentary repair to the grass torn up by vandalism has been undertaken by our students. Much more repair work will need to be done in the spring.

Public Comment (N/A)

Non-Public Session (N/A)

Next Meeting – November 15, 6:15 pm

Adjourned 7:30 pm

Submitted by Juliet D'Avila

Acting Secretary, RFPCS Board of Trustees

11/14/23

Head of School Report for October 2023 Board Meeting

Projected Enrollment - Open houses, tours, and inquiries are ongoing.

K: 4 1st: 2 2nd: 2 3rd : 1 4th : 0 5th : 4 6th : 1 7th : 5 8th : 5 9th : 2 10th : 3 11th : 2 12th : 2
Total: 33

- Special Services
 - o We have seven students with active IEPs.
 - Services for returning students have begun.
 - Intake meetings for new students are underway.
- Staffing – Advertising is ongoing.
 - o Open Positions
 - Program Developer
 - State / Federal / Other Reporting
 - o Completed
 - BOY Report
 - Free & Reduced Lunch Reports
 - DOE25
 - Emergency Operations Plan
 - Annual Workers Compensation Payroll Audit Report
 - Single Audit Certification for Federal Grants
 - ESS Reporting
 - A12B – Class & Staffing
 - Teacher Salary Schedule
 - School Board Report
 - A12G – SAU & School Contact Collection
 - A12F – Teacher Attainment & Average Salary
- o In Progress / To Do
 - Financial Audit/Annual Form 941 for year end 6/30/2023
- Ongoing

- Closing out of all expiring grants in GMS.
- Ongoing
- Reporting for all grants to request reimbursements.
- Ongoing
- I4see and ESS Reporting (NH DOE)
- Immunization Report
- Health Survey
- Civil Rights Data Collection
- Federal Fiscal Monitoring of Grant Programs
- RFPCS has been identified as needing an audit of grant activity.
- The audit is scheduled for February 29th

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- ESEA Programmatic Monitoring/Audit
- Scheduled for February 8th
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o Upcoming Events

- November Calendar Raffle
- Hannaford Book Bin Fundraiser – October 20th to November 10th
- Parent Teacher Conferences – November 9th
- Turkey Toss – November 17th
- Frost Forum & PBL Showcase – November 21st
- Holidays: November 10th & November 22nd to November 24th