

**Robert Frost Public Charter School  
Board of Trustees Meeting  
Minutes for July 16, 2024**

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

**Called to Order at 5:46 pm.**

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

Members Absent: T. DeTore, C, Brings

Guests: none

**Meeting Business**

- K. Wakefield moved to approve June meeting minutes. T.Strout seconded. Motion Carried.
- No nominations for secretary or vice-chair.

**Administration**

- Monthly Snapshot presented by J. McLauchlan - see "HOS Report for July 2024 BOD meeting." High School enrollment is currently at 15, total enrollment 37. Projected for fall that 12 or more students will have IEPs so admin is working toward setting up initial team meetings this summer.
- Treasurer's Report presented by T. Strout - see "2024 July Financial Report RFPCS." 23/24 fiscal year has been closed out except for final per pupil payment from the state expected end of July. 23/24 budget was well predicted – it was only off about 10% of actual costs of this past year. Expect a large increase in insurance cost for 24/25. K. Wakefield moved to accept report. T. Strout seconded. Motion carried.
- No Program Developer report this month. S. McGrath will be meeting with Chamber of Commerce to discuss services we may be eligible for.

**Old Business**

- J. McLauchlan signed offer letter for 2024-25 school year.
- Fundraising updates:
  - Grant application update: Zeb's (15K) was denied, but we were encouraged to apply again in autumn.
  - Applebees Dine to Donate on Apr. 23 raised about \$170.
  - Student car wash, plant/bake sale: J. D'Avila will select a Saturday in August after gathering feedback from secondary students willing to participate.
  - Tuesday Bingo Nights will begin July 23. Equipment has arrived and has been set up and checked out. Sandwich board sign is being created to advertise out front. Doors open at 4:00, games start at 5:00, should conclude by 7:30. Volunteers needed to help.
  - No new Dine to Donate venues have been arranged. Concentrating efforts on Bingo for now.
  - July 4 parade snack stand raised \$177.55. Students who marched in parade behind our banner got free T-shirts.
- Nothing new to report on property search or J. Fuller school closing information.
- New website live publication update postponed until next month.
- Press release about our graduation ceremony was sent to Conway Sun on July 15. J. D'Avila will write one about our good standardized test scores and Bingo starting.

**New Business**

- New day set for monthly board meetings will be the 3<sup>rd</sup> Wednesday of the month at 5:45, pending approval from absent board members.
- Discussed purchase of van for student transport paid for by CSP Grant. Holdup is meeting the requirements for hiring a driver.

**Public Comment (N/A)****Non-Public Session (N/A)****Next Meeting – Wednesday, Aug. 21, 5:45 pm.****Adjourned 6:50 pm.**

Submitted by Juliet D'Avila

Acting Secretary, RFPCS Board of Trustees

**August 20, 2024**