

**Robert Frost Public Charter School**  
**Board of Trustees Meeting**  
**Minutes for February 20, 2024 – 5:45 pm**  
Robert Frost Public Charter School \* 110 Main Street \* Conway, NH

**Called to Order 5:45 pm.**

Members in Attendance: J. McLauchlan, Tracy Strout, C. Brings, K. Wakefield, J. D'Avila

Members Absent: T. DeTore

**Meeting Business**

- C. Brings moved to approve minutes from January meeting. T. Strout seconded. Motion carried.
- T. Strout moved to ratify 2/15/24 email vote to hire Stephanie McGrath as Program Developer. K. Wakefield seconded. Motion carried. McGrath will start on March 4. T. Strout will provide orientation and guidance for her in this new role.
- No nominations for secretary or vice-chair offered.

**Administration**

- Monthly Snapshot (see HOS Report for Feb. 2024) presented by J. McLauchlan.
- Treasurer's Report (see 2024 Feb. Financial Report) presented by T. Strout. The need to create annual appeal letters and cultivate on-going donors who will commit to a specified amount to give us every year was emphasized. C. Brings moved to accept Treasurer's Report. K. Wakefield seconded. Motion carried.
- Completed annual audit was reviewed and discussed.

**Old Business**

- Fundraising updates:
  - \* **Coin collection cans** were created and distributed to local businesses. All are still out. A little over \$20 has been collected so far.
  - \* Each student was given 10 **March raffle calendars** to sell. Some asked for more so selling is going well.
  - \* **5 grant applications** have been submitted since last meeting requesting about \$75,000 for materials replacement from flood damage in elementary classrooms. It will be several months before we know if any of them will be awarded to us.
  - \* **Casino Nights in Dover** will take place Feb. 25 – Mar. 1 and May 1 – 4. May 4<sup>th</sup> chosen as our target date to have a Star Wars themed party there with casino marketing team help. Plan to rent a bus to take a group of up to 50 people down for the party.
  - \* **“May the 4<sup>th</sup> Be With You” event for students** moved to Friday, May 3, at the end of school day with Star Wars games and decorations, costumes encouraged.
  - \* RFPCS middle and HS students are interested in doing a **car wash**. Plan for end of May, perhaps Memorial Day weekend.
  - \* Will plan to have a **plant and bake sale** in Early June.
- Property search update: Discussed opportunities stemming from SAU9 closing an elementary school. Charter schools get first right of refusal for leasing or buying the property. No details available on price or timeline until after community votes (April) on accepting SAU9 budget..
- Website improvement update postponed until next meeting.

**New Business**

- Chair proposed allowing HOS to work off site for up to 16 hours per week on specific labor intensive projects, such as grant audits, DOE 25, SAT student testing prep, etc. as they arise. Discussion followed. T. Strout moved to accept. C. Brings seconded. Motion carried.
- Discussion of marketing proposal from Jillian Moulton tabled until next meeting when other proposals will be available for comparison.
- Discussed Edmentum renewal options. T. Strout moved to accept 1 year renewal contract with Edmentum, adding the cost to next year's budget, approximate cost \$2300 – TBD by number of HS students enrolled. K. Wakefield seconded. Motion carried.
- T. Strout proposed that we consider offering before and after care programs and snack-like (as opposed to prepared) lunch options for students as possible attractions for enrollment. Discussion followed. Continuation of discussion next meeting.

**Public Comment** (N/A)

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

**Next Meeting – TUESDAY, March 19, 5:45 pm**

**Adjourned 7:25 pm**

Submitted by Juliet D'Avila

Acting Secretary, RFPCS Board of Trustees

Feb. 22, 2024