

**Robert Frost Public Charter School
Board of Trustees Meeting
Minutes for May 21, 2024**

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

Called to Order 5:45 pm

Members in Attendance: J. McLauchlan, T. Strout, T. DeTore, K Wakefield (left at 6:45), J. D'Avila

Members Absent: C. Brings

Guests: S. McGrath

Meeting Business

- K. Wakefield moved to approve April meeting minutes. T. Strout seconded. Motion carried.
- T. Strout moved to ratify 5/4/24 email vote to approve presenting our Vision for Use of Closing Public School to the SAU9 School Board; and to ratify 5/15/24 email vote to approve Rymes propane price agreement for 2024-25. K. Wakefield seconded. Motion carried.
- No nominations for secretary or vice-chair.

Administration

- J. McLauchlan presented Monthly Snapshot - see "HOS Report for May 2024 BOD meeting."
- Discussed 2024-25 classroom configuration and low enrollment contingency plan (see "2024-25 Projected Enrollment.") T. Strout moved to configure 2024-25 classrooms as K-5th grade together in 1 elementary classroom with 2 head teachers and no assistants, 6th - 8th grades in 1 middle school classroom with 1 head teacher and 1 assistant, 9th - 12th grade together in 1 high school classroom with 1 head teacher and 1 assistant. If elementary enrollment increases beyond 15 students it will be divided into lower (K - 2nd grade) and upper (3rd - 5th grade) elementary, each with a head teacher (already on staff) and assistant (2 would need to be hired). K. Wakefield seconded. Motion carried.
- T. DeTore moved to allocate funds for paying Administrative Assistant part time summer hours for a total cost of \$4196. T. Strout seconded. Motion carried.
- T. Strout presented Treasurer's Report - see "2024 May Financial Report RFPCS." T. DeTore moved to approve. K. Wakefield seconded. Motion carried. Draft budget for 2024/25 school year will be sent out for email vote to approve soon.
- S. McGrath presented Program Developer report - see "PD Report May 2024."

Old Business

- Discussed General Assurances document and Title Grant requirements and benefits. T. Strout moved to opt out of participating in Title Grants for the 2024-25 school year. T. DeTore seconded. Motion carried.
- Discussed new application process for Title I, Part A and other Title Grants. Certified staff member now required to administrate this. Consensus is the expense of hiring someone to do this is far greater than benefits we might receive. Hence the vote to opt out stated above.
- VLACS vrs. Edmentum report presented by S. McGrath. Discussion followed resulting in consensus to proceed with Edmentum purchase (authorized at a previous board meeting) and also utilize VLACS with secondary students.
- Discussed Montessori in the Public Sector Scope and Sequence for K-6 that aligns Montessori curriculum with Common Core State Standards. T. Strout moved to purchase this set of binders. T. Detore seconded. Motion carried.

- Fundraising updates:
 - All coin collection cans at local businesses were picked up and counted over April break. Total profit about \$550.00.
 - RFPCS sweatshirt sale total profit about \$40.00. Even with low revenue it is worth doing again in September for marketing value and to promote school pride.
 - All grant applications: Eversource Energy (15K), TD Bank (22K) Ham (15K) have been denied. New application to Zeb's (15K) was submitted today.
 - May 4th B with You casino party seemed well attended. Profit not available until June 15.
 - Applebees Dine to Donate on Apr. 23. Profit not yet available.
 - Student car wash, plant/bake sale (May 18) will be postponed due to lack of event permit.
 - Target date for beginning Bingo Nights - July 20. Minimum frequency of twice a month.
- Property search update: vision for use of closing elementary school property sent to SAU9 school board. Featured in Conway Daily Sun article on May 17.

New Business

- HOS annual review: Will be sent out May 22 with May 29 due date. Target date for offer letter email vote – May 31.
- Title Grants discussion unnecessary due to vote to opt out of Title Grant participation.
- Discussed Gemini Signs proposal for new sign construction. T. Strout moved to use expansion grant funds to purchase new sign from Gemini Signs. T. DeTore seconded. Motion carried.
- Discussed marketing proposals. Consensus we do not need to hire a marketing consultant at this time. Program Developer is able to meet our current marketing needs.

Public Comment (N/A)

Non-Public Session (N/A)

Next Meeting – TUESDAY, June 18, 5:45 pm

Adjourned at 7:49 pm.

Submitted by Juliet D'Avila

Acting Secretary, RFPCS Board of Trustees

June 17, 2024