

**Robert Frost Public Charter School  
Board of Trustees Meeting  
Minutes for December 19, 2023**

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

**Called to Order at 5:53 pm.**

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

Members Absent: K. Wakefield (arrived at 6:25)

**Meeting Business**

- Vote to approve minutes from November meeting postponed until next month.
- Historical Society will be raising our rent to \$4152.00 per month starting Jan. 2024.
- No nominations for secretary or vice-chair.

**Administration**

- Monthly Snapshot – HOS report (see HOS Report for Dec. 2023) presented by J. McLauchlan.
- Treasurer's Report not available due to disruption of yesterday's flood. Will be sent by email by the end of this week.

**Old Business**

- Fundraising updates:
- Progress on starting Bingo nights: still waiting to hear if Historical Society's gaming application has been approved.
  - \* Winter dance plans: Proposed date Feb. 9.
- Property search update: none.
- Website improvement update: Content can now be loaded to new pages. T. DeTore should be able to finish creating pages over holiday break.
- School sign replacement update: tabled until next month's meeting.

**New Business**

- Discussed that window will soon be closing on using expansion grant funds for hiring a program developer and purchasing a vehicle for student transportation. That any driver of school vehicle must be a school employee makes this purchase more problematic than originally thought. Program developer job expectations need to be outlined according to description specified in the grant.
- Discussed increase in paid sick leave for all staff. T. DeTore moved to increase sick leave to 10 days for full time employees, 6 days part time employees, as per HOS recommendation. C. Brings seconded. Motion carried.
- Discussed flood damage and how we proceed with downstairs classes, clean up, and replacement of destroyed materials and equipment. Until first floor damage can be cleaned up and made safe the 2 downstairs classrooms will be squeezed into the upstairs environment.

**Public Comment (N/A)**

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

**Next Meeting – TUESDAY, January 16, 5:45 pm**

**Adjourned 6:41 pm.**

Submitted by Juliet D'Avila

Acting Secretary, RFPCS Board of Trustees

1/16/24