

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

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

**Call to Order at 5:47 pm.**

Roll Call & Welcome Public. Public Comment Statement read by T. Strout.

Members in Attendance: J. McLaughlan, T. Strout, J. D'Avila, T. DeTore, K. Wakefield, C. Brings (arrived at 7:10)

Members Absent: NONE

Guests: E. Reiss, S. McGrath, T. Phillips

**Meeting Business**

- K. Wakefield moved to approve March meeting minutes. T. Stout seconded. Motion carried.
- T. Strout moved to ratify 3/26/24 email vote to approve policies for: Conflict of Interest (revised), Records Retention (revised), Inventory Management (revised), Procurement (revised) and Time and Effort (revised). T. Detore seconded. Motion carried.
- T. Strout moved to ratify 3/29/24 email vote to approve Grant Administration Policy. K. Wakefield seconded. Motion carried.
- No nominations for secretary or vice-chair offered.

**Administration**

- Monthly Snapshot - see "HOS Report for April 2024 BOD meeting." FEMA to assign us a project manager – help with accessing Grants Portal and navigating the reimbursement process.
- Treasurer's Report - see "2024 April Financial Report RFPCS." K Wakefield moved to accept Treasurer's Report. T. DeTore seconded. Motion carried. 2024/25 budget due to NH DoE July 1. Draft will be available for board review next meeting.
- Program Developer report - see "PD Report April 2024." Reminder to all to "like" and "share" all RFCPS social media posts.

**Old Business**

- Fundraising updates:
  - Coin collection cans at local businesses – all will be collected over April break week.
  - RFPCS sweatshirt sale: purchasers pleased with product. Total profit available next meeting.
  - Grant applications: status for all is still pending – no determinations made yet.
  - Casino Nights in Dover – March 1 earned \$3670 - May 4<sup>th</sup> B with You party on track. Bus may need to be canceled because not enough interest to justify cost.
  - Market Basket bake sale made \$425.
  - Applebees Dine to Donate will take place Apr. 23.
  - Student car wash, plant/bake sale planned for May 18.
- Property search update: vision for use of closing elementary school property – Lilliputian input reported. After further revision will send it out for email vote to present it to SAU9 board.
- Website improvement update – going forward see Program Developer Report for this.

**New Business (20 minutes)**

- New RFPCS logo – T. Strout moved to approve, K. Wakefield seconded. Motion carried.
- 2024/25 School Calendar – T. DeTore moved to approve, K. Wakefield seconded. Motion carried.

- Discussion of General Assurances document – tabled until next meeting.
- Discussion of Title I, Part A document and HOS report on recent workshop she attended on this subject, including new application process due June 1 – tabled until next meeting.
- VLACS vrs. Edmentum report will be presented next meeting by S. McGrath.
- Discussed Spring Formal Dance for secondary students (6<sup>th</sup> - 12<sup>th</sup> grade). T. Strout moved approve holding it at the Albany Town Hall on May 11 with a ticket cost of \$20 per person which includes dinner. Dinner to be donated and prepared by volunteers. C. Brings seconded. Motion carried.
- J. McLauchlan called for vote to approve spending \$6000 to \$8000 on security cameras and monitoring system connected to the police department which will be funded by a security grant we received. T. Strout moved to approve. K. Wakefield seconded. Motion carried.
- J. McLauchlan requested board to review Scope and Sequence for K-6 that aligns Montessori curriculum with Common Core State Standards written by Montessori in the Public Sector in consideration for purchase. Link will be distributed to board for discussion and vote next meeting

**Public Comment** – none offered by guests.

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

**Next Meeting – TUESDAY, May 21, 5:45 pm**

**Adjourned 7:28 pm.**

Submitted by Juliet D'Avila

Acting Secretary, RFPCS Board of Trustees

May 20, 2024