

**Robert Frost Public Charter School**  
**Board of Trustees Meeting**  
**Minutes for March 19, 2024 – 5:45 pm**  
Robert Frost Public Charter School \* 110 Main Street \* Conway, NH

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

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

Members Absent: NONE

Guests attending: S. McGrath

**Meeting Business**

- T. Strout moved to approve minutes from February meeting. K. Wakefield seconded. Motion carried.
- T. Strout moved to ratify 2/26/24 email vote to approve policies for: Admissions procedures, Allowable Costs Determinations, Conflict of Interest, Drug-free Workspace and School, Gun-free School, Inventory Management Procedure, Procurement and Purchasing, Aiding and Abetting Sexual Misconduct, Time and Effort Procedure, Travel. K. Wakefield seconded. Motion carried.
- No nominations for secretary or vice-chair.

**Administration**

- Monthly Snapshot (see HOS Report for March 2024 BOD meeting) presented by J. McLauchlan
- Treasurer's Report (see 2024 March Financial Report RFPCS) presented by T. Strout. C. Brings moved to approve HEFA working capital loan application of \$50,000 at 2.25% interest for 5 year (or less) term. T. Strout seconded. Motion carried. HEFA board will decide on our application on Mar. 26. Possibility that a bridge loan may be needed before the end of the school year, even if HEFA loan is approved. C. Brings moved to accept Treasurer's Report. T. DeTore seconded. Motion carried.
- Program Developer report (see PD Report March 2024) presented by S. McGrath.

**Old Business**

- Fundraising updates:
  - Coin collection cans at local businesses are overseen by B. Kustan.. About \$500 collected so far.
  - March calendar raffle earned about \$1000.
  - RFPCS sweatshirt sale on-going through end of March.
  - Grant applications – no word yet if any we have applied for have been awarded or not.
  - Casino Nights in Dover – Bus transportation has been arranged for “May 4<sup>th</sup> B with You” party. Tickets to attend \$50 for bus trip, food, \$10 gaming voucher, \$25 for just food and voucher. T. Stout will make flyers to advertise. J. D'Avila will verify our plans with Casino.
  - Date chosen for car wash and plant/bake sale is Saturday, May 18.
  - Dine to Donate arranged at Applebees on Apr. 23, 3-10 pm.
  - Days to set up advertising/fundraising table out front at Market Basket is being arranged.
- Property search - Discussed contacting SAU9 school board to express our interest in the elementary school property that will be closing. J. D'Avila will reach out to Lilliputian board to see if they would like to collaborate with developing a vision for shared property use.
- Website - current site has been updated. R. Bushy is gathering and organizing content to upload into new site.

- The need to hire a marketing professional will be re-assessed in a couple of months, after our new Program Developer gets a chance to possibly make head-way in this area.

**New Business**

- Creating a low enrollment contingency plan tabled until May 21 board meeting.
- Discussed current and future need to offer Before and After Care. Staff will pursue steps to put Before and After Care in place when classes resume after April break.

**Public Comment** (N/A)

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

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

**Adjourned at 7:37 pm**

Submitted by Juliet D'Avila

Acting Secretary, RFPCS Board of Trustees

Apr. 12, 2024