

**Robert Frost Public Charter School
Board Meeting Minutes
6pm | September 30, 2014
Robert Frost Public Charter School | 1675 White Mountain Hwy | Conway,
NH 03860**

Board Members Present: Angela Zakon, Pat Farley, Amy Mahoney, Ellen Ohlenbusch, Cristina Campo Head of Curriculum Jennifer Karnopp, Ele Border Head of Administration and via phone Kathy Vines.

C. Campo left the meeting at 6:34pm. C. Campo returned to the meeting at 6:49pm.

Also in attendance: Kelly J Evans, Clerk

Call to Order: E. Ohlenbusch called the meeting to order and welcomed the public at 6:pm.

Meeting Business (E. Ohlenbusch)

- **Minutes from the meeting on August 5, 2014:**

P. Farley makes a motion to accept Minutes from August 5,2014 C.Campo seconded the motion. Vote: Unanimous

- Review of the agenda.

Additions to the agenda:

- Criminal Records/ Background Checks
- State Reporting
- Legislative Open House
- REAP Grant

A. Mahoney made the motion to add items to the agenda mentioned above. A. Zakon seconded the motion. **VOTE:** Unanimous.

Head of Administration

E. Ohlenbusch welcomed Ele Border to the organization on behalf of the board, staff and families. E. Ohlenbusch shared that Ele is on board and has begun the transition of responsibilities and duties from all non-curriculum HOS responsibilities, Finance Manager duties (A. Zakon's role) and Business Manager (E. Ohlenbusch's role) duties. The Finance Manager and Business Manager roles being supported for the last three years with volunteer hours by Ms. Zakon and Ms. Ohlenbusch.

E. Border thanked the board for their confidence in her as the new Head of Administration. She is excited to be here and contribute to the future growth of the school. Her first priorities are to:

- Hire a front desk/administrative assistant
- Processing payroll with ease
- Getting to the know the team

Head of Curriculum (Jennifer Karnopp)

- J. Karnopp praised the board for their contributions of time and effort to the beginning of the year. The openin
- A few days were added to the start of professional development at the beginning of the year for staff. A review of the several components of the educational curriculum took place, along with project planning, education on parent communication, and review of record keeping. This was very helpful and successful.
- Collaboration continues to be the central theme between the staff, administration and the board.
- Integration of new students has been successful.
- Assessments of students are ongoing both in reading and writing.
- Smarter Balanced testing is aligned to the Math and Language Common Core Standards. The option for paper and pencil testing exists.
- Parent Night was successful for all we had parents from the various classrooms.

Spotlight (Nicole Smith)

The board welcomed Nicole Smith, Assistant Teacher Supervisor as she presented an overview of her new role at the school. She listed out her responsibilities in this new role. E. Ohlenbusch and A. Zakon praised Ms. Smith for her work here at the school and congratulated her on her promotion.

Finance (A. Zakon)

- **Review of the audit took place.**
 - The audit was conducted at the end of August 2014. A. Zakon presented an extensive overview of the results of the audit.
- **Treasurer's Report**
 - A review of the report took place. A. Mahoney makes the motion to accept the Treasurer's Report for August 2014 as submitted. P. Farley seconded the motion. **VOTE:** Unanimous

Program Items

- **Early Dismissal**

E. Ohlenbusch recommends a policy that allows students to leave school at 3:15pm in order to attend community activities and afterschool programs with just a parent signature. A.Mahoney makes the motion to approve the Early Dismissal Policy. P. Farley seconds the motion. **VOTE:** Unanimous

A.Mahoney made the motion to approve the policy that students leaving prior to 3:15pm must also complete the Early Dismissal Form to include the parents' signature and the authorized signature of the sponsoring organization, noting that academic hours are being impacted. K. Vines seconded the motion. **VOTE:** Unanimous

- **Parent Directory**

A.Mahoney motion to support the development of a Parent Directory only to include parent name, student name, phone number, email address and the town they originate from with the families to opt out or in. P. Farley seconds the motion.

VOTE: Unanimous

- **NECAP Science Results**

Results of these tests were reviewed.

- **School District Notification: Student Enrollment**

Notification of student enrollment to resident districts went well. This has been a positive process with the sending districts.

- **HB435 Study Committee**

RFPCS was selected to present to the HB435 Study Committee. Extensive work is being done to prepare information for the presentation. Presentation date is on October 8, 2014 in Concord, NH. E. Ohlenbusch and A. Zakon will be presenting.

- **Admissions Process 2015/2016**

Admissions process for the 2015/2016 will begin in December. Work on the enrollment paperwork and a review of the process will begin this month.

- **Afterschool Programming**

Currently seeking to hire staff for the Afterschool Program and to help meet the need of the parent community.

- **Board Calendar 2014/2015 School Year**

Review and distributed the Board of Trustee Calendar for the 2014/2015 school year.

- **Criminal Background Checks**

E. Ohlenbusch recommended that we modify the policy to streamline the process for returning parents, grandparents and community members. A review of the current policy took place. A. Mahoney makes the motion to approve the Criminal Background Check process for parents and volunteers. C. Campo seconded the motion. **VOTE:** Unanimous.

- **State Reporting**

An update on state reporting was presented and reviewed. Everything is current and up to date except for those pieces that have been approved for extensions.

- **REAP Grant**

The school has received a \$19,000 grant for our schools positive attendance. Board requests that this is communicated to families.

- **Legislative Open House**

Each fall RFPCS holds legislative meetings and plans are underway to meet with hold several legislative open houses in October.

Public Comment: No public comment.

Non-Public Session

Kelly J. Evans, Clerk left the meeting at 7:55pm.

Pat Farley made the motion to enter non-public session according to RSA 91-A: 3, II for the consideration of a personal and contractual matter. Angela Zakon seconds the motion.

VOTE: Unanimous.

Roll Call Vote:

Pat Farley	- AYE
Amy Mahoney	- AYE
Ellen Ohlenbusch	- AYE
Kathy Vines	- AYE
Angela Zakon	- AYE
Cristina Campo	- AYE

The board entered into non-public session at 8:01

Amy Mahoney moved to move out of non-public session at 8:20 C. Campo seconded the motion.

C. Campo Moved to seal the minutes from non-public session according to RSA 91-A:3, II as releasing information would render a proposed board action ineffective.
P. Farley seconds the motion.

VOTE: Unanimous

Roll Call Vote:

Pat Farley	- AYE
Amy Mahoney	- AYE
Ellen Ohlenbusch	- AYE
Kathy Vines	- AYE
Jennifer Karnopp	- AYE
Angela Zakon	- AYE
Cristina Campo	- AYE

Adjournment: Meeting adjourned by E. Ohlenbusch at 8:25 pm.

Respectfully submitted by Kelly J. Evans, Clerk of the Meeting and Cristina Camp,
Board Secretary