

**Robert Frost Charter School**  
**Board Meeting Minutes**  
**6pm | March 4, 2014**  
**Robert Frost Charter School | 1675 White Mountain Hwy | Conway, NH**  
**03860**

**Board Members Present:** Kathy Vines, Cristina Campo, Patricia Farley, Ellen Ohlenbusch, Amy Mahoney, Angela Zakon and Jennifer Karnopp, Head of School.

Also in attendance: Kelly J. Evans, Clerk

**Call to Order:** E. Ohlenbusch called the meeting to order at 6:05pm

### **Meeting Business**

- **Minutes from the meeting on February 4, 2014:** Approved as submitted.

### **Public Comment**

Janice Nichipor made public comment, sharing a story from a family that has moved to another area, expressing their gratitude to the school and how well prepared their children were for a transition to a new school. Janice thanked the school for their continued efforts.

### **Head of School Report**

- Update on enrollment for the current year.
- Overview of Special Education at RFCS
- Review of NECAP results and also a comparison amongst other local schools.
- Update on the new Project Based Learning Coordinator
- Update on curriculum review, specifically the Writer's Workshop Program
- The Starting Point organization will be delivering a Positive Peer Relationships program.
- Update on the potential for 121 Fit to provide a Physical Education program.
- Discussion is taking place with Mountain Top Music regarding potential programming.
- Computers have been set up for each classroom.
- Staff evaluation process has begun.
- Professional development for staff has been taking place on Tuesday afternoons.
- Professional development days for the month of March will take place with educational opportunities from the NH Dept. of Education
- PTA will hold their first meeting on March 5, 2014.

- Curriculum nights will become more of an Open House format.
- Potential afterschool activities to work with White Birch Books on a Reader's Review Group, also a Lego Robotics Club and a Building Project Group

### **Treasurer's Report**

P. Farley made the motion to accept treasurer's report from January 31, 2014, C. Campo seconded the motion. **VOTE:** Unanimous

### **Program Item**

#### **Finance Committee**

The committee continues to work through the process with the 501c 3 status with legal consultation from Cooper, Cargill, Chant law firm.

#### **Benefits Committee**

The committee reported on the current set-up of employee benefit options. Currently everything is in place and working well.

#### **Employee Committee**

The employee committee presented a proposal for teachers of how to fulfill the 3 snow days that will need to be made up before the end of the year.

A.Mahoney made the motion to approve the Snow Day Plan prepared by the Head of School which includes projects and deliverables by May 15, 2014. K. Vines seconded the motion. **VOTE:** Unanimous

#### **Enrollment Committee**

The enrollment committee updated the board.

A.Zakon made the motion to modify the date of the enrollment lottery from March 11, 2014 to March 10, 2014. P. Farley seconded the motion. **VOTE:** Unanimous

Regarding enrollment, there is a 100% re-enrollment rate for currently enrolled families. Enrollment for the upcoming year for new students is fully subscribed.

#### **State Reporting**

Everything is on track for submission of documents required for state reporting.

#### **Facilities Committee**

The committee updated the board on the current status of the installation of the playground structure being donated to the school.

**Grievance Policy Draft Document**

K. Vines will work on drafting language to help further describe how the process works.

**Student Advancement Draft Document**

Discussion ensued regarding the document presented.

**Non-Public Session:**

P. Farley makes the motion to enter non-public session according to RSA 91-A:3, II for the consideration of a personal matter and a contractual matter. K. Vines seconds the motion.

**Roll Call Vote:**

<b>Amy Mahoney</b>	<b>Aye</b>
<b>Angela Zakon</b>	<b>Aye</b>
<b>Ellen Ohlenbusch</b>	<b>Aye</b>
<b>Cristina Campo</b>	<b>Aye</b>
<b>Patricia Farley</b>	<b>Aye</b>
<b>Kathy Vines</b>	<b>Aye</b>

At 7:20pm Kelly J. Evans left the meeting.

Pat Farley moved to move out of non-public session at 8:10pm. Cristina Campo seconded the motion. VOTE: Unanimous

Pat Farley 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. Angela Zakon seconded the motion. Vote: Unanimous.

**Roll Call Vote:**

<b>Amy Mahoney</b>	<b>Aye</b>
<b>Ellen Ohlenbusch</b>	<b>Aye</b>
<b>Cristina Campo</b>	<b>Aye</b>
<b>Kathy Vines</b>	<b>Aye</b>
<b>Patricia Farley</b>	<b>Aye</b>
<b>Angela Zakon</b>	<b>Aye</b>

**Adjournment:** Meeting adjourned by E. Ohlenbusch at 8:18 pm.

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