

Robert Frost Charter School
Board Meeting Minutes
6pm | December 3, 2013
Robert Frost Charter School | 1675 White Mountain Hwy | Conway, NH
03860

Board Members Present: Angela Zakon, Kathy Vines, Ellen Ohlenbusch, Cristina Campo, via phone Patricia Farley and Jennifer Karnopp, Head of School

Excused Absences: Amy Mahoney

Call to Order: E. Ohlenbusch called the meeting to order at 6:06pm

Public Comment

Janice Nichipor made the statement thanking all of the board members for their work.

Meeting Business

- **Minutes from November 5, 2013:** K. Vines made the motion to accept the minutes from November 5, 2013 with the agreed upon grammatical changes. P. Farley seconded the motion. **VOTE:** Unanimous
- **Agenda Review:** Addition of the discussion item of the AMERICORP Program to the list of Program Items.

Head of School Report

- Free and Reduced Lunch Program
- Review of the RFCS Foundation and the Frost Community
- Frost Forum, a student led activity that occurs the last Tuesday of every month.
- Project Based Learning opportunities have lent themselves to collaboration between the Lower and Upper elementary classrooms.
- Update on current school goals.

Treasurer's Report

A. Zakon presented the current status of the school's budget.

Program Items

- **Finance Committee:** A. Zakon presented information regarding the upcoming 2014-2015 budget in relation to growth as a school. Several scenarios of classroom budgets were presented to the board.

P. Farley made the motion to move forward with the enrollment numbers that would give our Lower and Upper Elementary classrooms up to 96 students. K. Vines seconds the motion.
VOTE: Unanimous

C. Campo made the motion to add a stand alone kindergarten class to have up to 16 students with a minimum threshold of 8 students. P. Farley seconds the motion. **VOTE:** Unanimous

- **Employee Committee**

J. Karnopp presented the overview of the current salaried teacher employment agreement.

J. Karnopp asked the board for guidance regarding defining the remaining 7 work days required by the salaried teacher employment agreement.

P. Farley made the motion to assign the task of reviewing employee hours and obligations to the Employee Committee. C. Campo seconded the motion. **VOTE:** Unanimous

- **Special Education Committee**

No report.

- **Enrollment Committee**

E. Ohlenbusch presented the enrollment documents for the upcoming 2014-2015 school year to the board.

A. Zakon made the motion to approve the Re-Enrollment Guideline document and the @014-2015 Admissions Guidelines. P. Farley seconded the motion. **VOTE:** Unanimous

E. Ohlenbusch opened the conversation regarding volunteer hours that the school needs from its parent/family community.

P. Farley made the motion to modify the language regarding the volunteer hours for families such that it is requested as a donation of time to help offset the financial burden of the school. The final wording will be submitted to the board in January. K. Vines seconds the motion.

VOTE: Unanimous

- **AMERICORP Program**

One of AMERICORP volunteers that was currently volunteering at the school has separated from the AMERICORP program and has officially left his post at RFCS. AMERICORP is currently searching for a new volunteer to fill the position.

- **State Reporting Update**

Public Comment: No public comment.

Non-Public Session

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

Roll Call Vote:

Kathryn Vines	Aye
Angela Zakon	Aye
Ellen Ohlenbusch	Aye
Cristina Campo	Aye
Patricia Farley	Aye

The board entered non-public session at 8:11pm

Pat Farley moved to move out of non-public session at 9:10. Kathy Vines 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. Cristina Campo seconded the motion. Vote: Unanimous.

Roll Call Vote:

Amy Mahoney - Aye
Ellen Ohlenbusch - Aye
Cristina Campo - Aye
Kathy Vines - Aye
Patricia Farley - Aye
Angela Zakon - Aye

Action Items

- Determining if the state needs a hard copy of our audit report.
- Submit a copy of our quarterly budget report to the state.
- Submit a copy of the November Board Meeting Minutes to the state.
- Head of School to email new student integration report to the board.
- Head of School to create an outline of a plan for staff development during Tuesday afternoons.

Adjournment

Meeting was adjourned by Ellen Ohlenbusch, Chair of the Board at 9:14 pm

Minutes respectfully submitted Kelly J Evans