

**Robert Frost Public Charter School
Board Meeting Minutes
6:00pm | October 4, 2016
Robert Frost Public Charter School | 1675 White Mountain Hwy |
Conway, NH 03860**

Board Members Present: Angela Zakon, Pat Farley, Head of School-Ellen Ohlenbusch, Cristina Campo, Amy Mahoney, Anastasia Burns and Jennifer Karnopp via the phone.

Jennifer Karnopp left the meeting at 6:45pm

Excused Absence: Melanie Sleime

Also in attendance: Kelly J. Evans, Clerk

Call to order: called the meeting to order at 6:02 pm.

Meeting Business (E. Ohlenbusch)

- **Acceptance of Minutes**

Minutes from the meeting on September 6, 2016 are accepted with the following edits the addition of

- the departure time of Jennifer Karnopp at 6:45pm
- that A. Mahoney nominated Angela Zakon for the chair of the board and J. Karnopp seconded it
- under Administration Update there was a motion made to support full day or half day kindergarten, P. Farley made the motion with S. Blair second, the vote was unanimous.

C. Campo made the motion to accept the minutes with the edits mentioned above. S. Burns seconded the motion. **VOTE:** Unanimous

- **Agenda Review**

Administration

- **Monthly Snapshot**

- We had a great start to the school year.
- Several new students have enrolled since the start of the year.
- Efforts toward marketing have been successful in communicating what RFPCS offers for their students.
- The Parent Group participated in the OVP Weekend Bake Sale and that was a great presence for the school.
- Other activities that have been taking place include Kindergarten Open House, Ice Cream Social, visits from Believe in Books Literacy Foundation, Celebration of International Day of Peace, Frost Forum and an All School Open House for families of current students.

- Governor Hassan visited the school during her visit to the Mount Washington Valley. Students had the opportunity to participate in a meet and greet with Governor Hassan.

Finance Report

- A. Zakon updated the board on the 2015-2016 Fiscal Year including the notification that the school has received the REAP grant for this school year.

Program Item

- **Kindergarten Start Date:** E. Ohlenbusch reported to the board that the school can accept enrollment of kindergarten students who are age 5 by December 31. A. Mahoney made the motion to make the change to enroll kindergarten students who are at least 5 years of age by December 31. A. Burns seconded the motion. **VOTE:** Unanimous
- **E-Reader Policy:** E. Ohlenbusch presented to the board the idea of allowing students in the 6th, 7th, and 8th grades to bring E-Readers to school for the purpose of reading only. P. Farley made the motion to accept the E-Reader Policy for students in the 6th, 7th and 8th grades. A. Mahoney seconded the motion. **VOTE:** Unanimous
- **State Reporting:** E. Ohlenbusch updated the board on the current status on state reporting.
- **RSA:13-a (Change as of 7/19/2016):** E. Ohlenbusch updated the board on the current changes to this RSA.
- **Parent Group Update**
- **Enrollment:** E. Ohlenbusch updated the board on the current status of enrollment with the addition of 5 new students since the school year has begun. New marketing materials are being created to focus on enrollment. Invitations are going out to childcare centers to invite them to the school.
- **NAEP Testing:** The school has been selected to participate in this testing again this year. It will take place after January 1st.
- **Audit Schedule:** A. Zakon updated the board on the schedule for the school audit which will take place on Oct. 21, 2016.
- **Experiential/Outdoor Learning:** E. Ohlenbusch updated the board on the current status of this learning experience. The students have been participating in outdoor learning classroom at the White Gates Farm. The students are journaling about their experiences along with activities correlated to the school curriculum.
- **2017/2018 HOS Search:** A. Zakon addressed the board regarding the needs to move forward with the search for the HOS. A committee will be formed.

Public Comment: No public present.

Non-Public Session: Employee & Contractual Matter

C. Campo made the motion to enter non-public session according to RSA 91-A: 3, II for the consideration of a personal and contractual matter. P. Farley seconded the motion. **VOTE:** Unanimous

Roll Call Vote:

Pat Farley	AYE
Amy Mahoney	AYE
Angela Zakon	AYE
Cristina Campo	AYE
Anastasia Burns	AYE

The board entered into non-public session at 7:23 PM.

P. Farley moved to move out of non-public session at 7:38PM. C.Campo seconded the motion. **VOTE:** Unanimous

Roll Call Vote:

Pat Farley	AYE
Amy Mahoney	AYE
Angela Zakon	AYE
Cristina Campo	AYE
Staci Burns	AYE

C. Campo made a motion 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. A.Mahoney seconded the motion. **VOTE:** Unanimous

Action Items

Any board member with address changes, please send to Ellen Ohlenbusch

Adjournment

A. Zakon adjourned the meeting at PM.

Respectfully submitted by Kelly J. Evans, Clerk