

**Robert Frost Public Charter School
Board Meeting Minutes
6:00pm | June 7, 2016
Robert Frost Public Charter School | 1675 White Mountain Hwy |
Conway, NH 03860**

Board Members Present: Ellen Ohlenbusch, Amy Mahoney, Angela Zakon, Pat Farley, and Jennifer Karnopp via the phone.

Excused Absence: Cristina Campo and Melanie Sleime

Also in attendance: Kelly J. Evans, Clerk

Call to order: E. Ohlenbusch called the meeting to order and welcomed the public at 6:10pm.

Meeting Business (E. Ohlenbusch)

- **Acceptance of Minutes**

Minutes from the meeting on May 3, 2016 are accepted as submitted.

- **Agenda Review**

The topic "Free and Reduced Lunch" has been added to program items.

Administration

- Everything is moving smoothly toward the end of the school year.
- Students will be partaking in various field trips in the last 2 weeks of school.
- Review of curriculum has been completed and all areas have been covered.
- Work is currently being done on researching contracts for services like Janitorial Services.
- PLPs are in the draft phases in preparation for distribution before school lets out for the summer.

Finance Report

- A. Zakon updated the board on the current Treasurer's Report including a highlights regarding the REAP Grant and the upcoming yearly audit.
- P. Farley made the motion to accept the April 2016 Treasurer's Report as submitted. A. Mahoney seconded the motion. **VOTE:** Unanimous

Program Items

- **State Reporting**
 - Everything is in compliance and the annual report is almost finished.
- **General Assurances, State of NH**
 - The state sent the wrong documentation regarding General Assurances. They will be resending the correct document. The General Assurances for the upcoming school year remains the same. J. Karnopp made the motion to support the General Assurances for the 2016/2017 school year. A. Mahoney seconded the motion. **VOTE:** Unanimous
- **Audit Engagement Letter**
 - Based on the vote from the previous board meeting, the firm has been hired and locked in for a rate for three years.
- **Board Schedule 2016/2017**
 - The same scheduling will occur for the board meetings, taking place the first Tuesday of the month with the exception of January 2017 in which it will occur on the second Tuesday. A. Mahoney made the motion to accept the Board Schedule for the 2016/2017 school year. P. Farley seconded the motion. **VOTE:** Unanimous.
- **Smarter Balanced Update**
 - The testing for this school year is complete. Everything went smoothly and it was proctored by one staff member to keep all testing consistent. The results from this test will arrive in the late fall. The current opt out rate was about 10% of students.
- **REAP Grant**
 - A. Zakon updated the board on the status of this grant. The school has received this grant!
- **Grant Planning 2016/2017**
 - E. Ohlenbusch updated the board on the current plan of for grant planning for the 2016/2017 school year. This summer a schedule will be developed to track submission dates. Some grants rely on 100% participation of parents donating to the Annual Appeal.
- **Outdoor Learning 2016/2017**
 - The goal is to implement this program for the next school year, following a trimester schedule which will include the ESSC program. Ideas for programming include experiences on the farm and programming through the National Forest. The PTA has been asked to support the cost of transportation for this program.
- **Parent Orientation 2016/2017**
 - This will take place on June 13, 2016. This will be an opportunity for families of new students to learn about the typical school day and the curriculum.

- **Enrollment 2016/2017**
 - Re-enrollment for next year is at about 94%. Currently there are new enrollment applications processed for Kindergarten, 1st, 2nd and 3rd grade students coming in.
- **Annual Appeal**
 - A. Mahoney updated the board on the status of the Annual Appeal. The board will contact the RFCS Foundation regarding covering the cost of the Annual Appeal.
- **Donation: Lockers & Science Lab**
 - There has been a donation of 40 lockers for the 4th-8th grade students, in addition to science/computer tables. There are more materials that could be accepted as donations if there was manpower to dismantle and move these donations back to RFPCS.
A. Zakon made the motion to accept the donation of lockers and science tables. P. Farley seconded the motion. **VOTE:** Unanimous
- **Recruitment**
 - The hiring committee is in process of hiring staff for the 2016/2017 school year including a new Kindergarten teacher and a new Head of School.
- **Music Programming**
 - K-3 students will have an offering for choral and 4th-8th grade will have an offering with instruments all lead by Mary Littlefield, the current music instructor for the school. There is also a possibility for an afterschool strings program.
- **Board Nomination**
 - E. Ohlenbusch introduced new board candidate Anastasia Burns to the board. A. Zakon made the motion to accept Anastasia Burns as a trustee to the RFPCS board of directors effective the next scheduled board meeting. A. Mahoney seconded the motion. **VOTE:** Unanimous
- **Parent & Student Handbook 2016/2017**
 - This is currently in draft format.
- **RFPCS Calendar of Events**
 - E. Ohlenbusch updated the board on the current events happening in the school including publishing parties, field trips to Squam Lake and the Seacoast Science Lab along with an all school Field Day at Purity Spring Resort.
- **PTA Status**
 - E. Ohlenbusch was notified on May 28, 2016 that there are no longer officers in place in the PTA. On June 10, 2016 there will be a meeting for parents to discuss the future for the PTA. More details to be announced.

- **Free and Reduced Lunch**

- In order to move forward with benefits from the Free & Reduced Lunch program, specific data will need to be collected from families. A. Mahoney made the motion to move forward with sending out a letter to families along with a survey to gather this data. P. Farley seconded the motion.

VOTE: Unanimous

- **Insurance**

- E. Ohlenbusch updated the board on offering for insurance plans for staff. A local insurance company is currently working on several proposals. Supplemental insurance is also an option that is being explored.

Public Comment No public comment.

Non-Public Session

P. 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. J. Karnopp seconded the motion. **VOTE:** Unanimous

Roll Call Vote:

Pat Farley	AYE
Amy Mahoney	AYE
Ellen Ohlenbusch	AYE
Angela Zakon	AYE
Jennifer Karnopp	AYE

The board entered into non-public session at 7:40PM. A. Mahoney moved to move out of non-public session at 8:20pm. P. Farley seconded the motion. **VOTE:** Unanimous
A.Zakon 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. P. Farley seconded the motion. **VOTE:** Unanimous

Roll Call Vote:

Pat Farley	AYE
Amy Mahoney	AYE
Ellen Ohlenbusch	AYE
Jennifer Karnopp	AYE
Angela Zakon	AYE

Adjournment

E. Ohlenbusch adjourned the meeting at 8:21pm.

Respectfully submitted by Kelly J. Evans, Clerk

