

**Robert Frost Charter School
Board Meeting Minutes
October 1, 2013**

Robert Frost Charter School | 1675 White Mountain Hwy | Conway, NH 03860

Call to Order: Meeting called to order at 6:03pm by E. Ohlenbusch.

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

Also Present: Kelly J. Evans, Clerk

Chair Report: E. Ohlenbusch updated the board on the current projects at the state level. Angela Zakon has been identified to take over the Treasurer's position of the NH Public Charter School Association. An advisory committee is currently being developed utilizing an array of individuals from various backgrounds.

Minutes from September 10, 2013, P. Farley moves to accept with the modification to change "Christina Campo" to "Cristina Campo," Amy Mahoney seconds the motion. VOTE: Unanimous

Head of School Report:

Jennifer Karnopp, Head of School updated the board on the current status of enrollment, current level of delivery of special education services, and potential upcoming referrals. Also a focus was an update on the current work of the Learning Coordinator in partnership with the Head of School to monitor and collect data regarding the consistency, innovation, and documentation amongst the classroom teams.

Both P. Farley and E. Ohlenbusch inquired about the differences that may exist with children who arrive at RFCS with little to no experience with Montessori and those that have only encountered a Montessori environment.

NECAP testing is currently in progress for students in grades 3-5.

Community connections are of importance and are currently being developed. Those partnerships that were mentioned included the Memorial Hospital, The Conway Public Library, Marc Stowbridge, and the Appalachian Mountain Club.

The Fall Festival will commence on October 24, 2013 at 5:30pm. Students will be showcasing their current work with the Peace Project.

A "Recess Space Initial Proposal" was presented to the board which will help "create a play space which offers students several choices, each of which promotes healthy activity aligned with the ideals of the Robert Frost Charter School." (Noted from the overview of the proposal.)

Installation of a white fence happened the weekend before the school opened. As installed, it does not meet the current standards for ADA Accessibility. A modified plan is in place and a parent volunteer will be coordinating these efforts.

Staff development is focused on the needs of each teacher, specifically.

A notification system/procedure is in place and is working well.

Parent/Teacher conferences are currently taking place during the day. So far it has been successful.

Treasurer's Report:

- A. Zakon presented the Treasurer's Report for August 31, 2013. P. Farley makes the motion to accept the Treasurer's Report for August 31, 2013, A. Mahoney seconds the motion. **VOTE: Unanimous**
- A. Zakon made the recommendation to set-up a bank account that is specific for payroll expenses.
- C. Campo makes the motion to open a payroll dedicated account at the current RFCS financial institution. K. Vines seconds the motion. **VOTE: Unanimous**

Program Items:

- **Audit Committee Update**

A. Zakon updated the board on the current happenings of the Audit Committee. The audit took place last week. Drafts of the audit will be provided next week for review.

- **Benefits Committee Update**

K. Vines updated the board on the current happenings of the Benefits Committee. K. Vines provided an update from the presentation that was presented at the last board meeting incorporating the current changes in the healthcare system.

A. Zakon makes the motion for the Benefits Committee to move forward with defining an FSA plan for RFCS employee benefits with said plan not to exceed costs in the line item of the budget and the goal of rolling it out by the end of the calendar year. A. Mahoney seconds the motion. **VOTE: Unanimous**

- **Employee Committee Update**

E. Ohlenbusch updated the board on the current projects of the Employee Committee. The Evaluation Process for the staff of RFCS that was voted on last year will be the same evaluation process for this year.

A process for filing employee files was presented to the board.

P. Farley makes the motion to implement the proposed Employee File System with the goal of bringing files to compliance by the end of the month. A. Zakon seconds the motion. **VOTE: Unanimous**

- **Special Education Committee Update**

J. Karnopp, Head of School update the board on the current projects of the Special Education Committee, specifically focusing on 504 plans.

- **Before & After School Program Update**

E. Ohlenbusch updated the board on the current status of the Before & After School care program. Both are up and running, with spots still available for students.

- **Admissions Committee**

E. Ohlenbusch updated the board on the current projects of the Admissions Committee. The current focus is on the 2014/2015 Enrollment. The committee will be reviewing the current process for existing and potential new students.

- **Dismissal**

J. Karnopp, Head of School, spoke about the current dismissal time of RFCS.

J. Karnopp made the recommendation to the board to offer a 15 minute window without penalty to allow for dismissals for community programs that students may be involved in. A discussion amongst the board followed. The board appreciates the recommendation and the board has requested that J. Karnopp, Head of School develop a framework for tracking and compliance requirements for presentation at the next meeting.

- **State Reporting**

E. Ohlenbusch reviewed the current obligations of the board to report the state of NH. J. Karnopp will report to the board monthly on these obligations.

Public Comment:

Juliet Fleischer made comment expressing the desire to offer suggestions regarding the potential for a 15 minute window for dismissal.

ROLL CALL for Non-Public Session: Ellen Ohlenbusch, Christina Campo, Angela Zakon, Head of School Jennifer Karnopp, Patricia Farley, Amy Mahoney, VIA PHONE: Kathy Vines and Kelly J. Evans, Clerk

Non-Public Session: A. Zakon makes the motion to enter non-public session for the discussion of real estate. P. Farley seconds.

P. Farley makes the motion to end non-public session and A. Mahoney seconds the motion. **VOTE: Unanimous**

P. Farley makes the motion to seal the minutes from Non-Public Session on 10/1/13 due to the release of information would render a proposed board action ineffective. C. Campo seconds the motion. **VOTE: Unanimous**

ROLL CALL for Non-Public Session: Ellen Ohlenbusch, Christina Campo, Angela Zakon, Head of School Jennifer Karnopp, Patricia Farley, Amy Mahoney, VIA PHONE: Kathy Vines

Adjournment: E. Ohlenbusch adjourned the meeting at 8:00pm

Respectfully submitted by Kelly J. Evans, Clerk