

DRAFT
Robert Frost Public Charter School
Minutes for June 6, 2018 – 6:00PM

Robert Frost Public Charter School * 110 Main Street * Conway, NH

1: Call to Order, Role Call & Welcome Public (2Min)

Board members present: Anastasia Burns, Christina Campo, Angela Zakon, David Howes, Pat Farley, Tracy Strout, Nicki Sclama, Head of School Janine McLaughlan, via phone Ellen Ohlenbusch and Amy Mahoney (6:08)

Member of the Public:

Meeting call to order: 6:05

2: Meeting Business

- Acceptance of minutes from May 2018 meeting (2Min)
Change grammatically to page one under staffing Mr. Nutting has had a great start
Pat Farley motioned to have the change accepted, Nick Sclama seconded, unanimous vote
- Agenda review (5 min if necessary)

3: Administration (10 Min)

- Monthly Snapshot
Current enroll 39 (same)
40 for 2018-2019 dropped by 4 students
Advertising online, in print, through chamber and events
Town of Conway website and looking to add to the library
3 students receiving service no open referrals
End of year reports on track
Board minutes reported on the website
Worked with the middle school for state testing very easy and would recommend utilizing this next year if possible
State reporting to be more individualized and should be able to be presented to the parents and families
We were selected to take the national test as well (have in the past as well) for 2019 spring 3rd on PLP Showcase on how to express themselves
Mr. Nelson's class hosted an art auction and raised \$300
Mr. Nelson's class is hosting a science fair
Musical performance from all the students at the gazebo Friday
Mount Washington outdoor learning experience on the peak
June 15- field day and move up
Nicki and Ellen noted what a nice job was done

4: Finance Report (15 Min)

- Treasurers Report
April 30th: nothing unusual and quiet financially.
P/L year over year presented with highlighted items for attention
Motion made to make by Amy Mahoney and seconded by Christina Campos: unanimous vote in favor
- Review and approval of FY 2018/2019 Budget
Wage correction for total salaries including adding some summer time
Reduction in electric budget
Propane reduction
Potentially a deduction in music program
Pat noted how great of a job was done
Motion was made by Pat Farley to approve these changes and seconded by David Howes. There was a unanimous vote in favor.

5: Program Item (60 min)

- Policy Review 2018/2019

- All RSA policies were checked against the SAU9 (they have an active lawyer from the NH School Board attorney).
- Bullying and harassment: section under reporting mentioned that we added a section to parent and guardian so that they know that they have the right to report
 - Motion was made to approve the bullying and harassment policy with the change requested made by Pat Farley and seconded by Tracy Strout and unanimously voted in favor of
- Harassment policy needed new contact information.
 - Motion to accept harassment policy with new contact information made by David Howes and seconded by Nicki Sclama
- Employee Handbook 2018/2019
 - All dated materials changed
 - All references to business manager removed
 - Reference to attendance to Appendix G being looked into
 - Removal of paragraph on page 6 that reference appearance and drugs
 - **This was not approved as we need to research past meetings and appendix G
 - This will be referred to as a staff handbook moving forward
- Student & Parent Handbook 2018/2019
 - All dated material changed to the current year
 - Page 4 can be updated with the current PO Box
 - Page 5 last sentence under history: confirming the update of our charter as phrased by Janine
 - Page 6 under funding has been updated to have current data for funding
 - School delays and closures: announcements are being made radio, TV, email and facebook.
 - Under drop off and pick up- Valet was removed and specifics for the location added.
 - Page 11 under lunch and snack: taking away compost reference
 - Under before and aftercare: changed times to 5pm for pick up
 - Page 14 Observation windows reference taken out
 - Page 14 volunteers that references the 30 hour requirement : wording changed to “ we ask that all families to find a way to support the school by volunteering”
 - Page 16 measuring student achievements: report cards changed to PLPs
 - Confirmed that should be printed in hard copy
 - Motion made to accept the student and parent handbook for the 2018/2019 year made by Christina Campos and seconded by Amy Mahoney. Unanimously voted in favor
- Board recruitment and transition
 - Application for a new trustee from Kathy Brings
 - Recruited by Tracey Strout
 - Application in board member materials
 - Kathy was present as a member of the public
 - She is a huge supporter of the school and all members of the board are excited to have her on board
 - Motion made to approve Kathy Brings as a trustee made by Tracy Strout and seconded by Ellen Ohlenbusch. The board unanimously voted in favor of this, with great excitement.
- Enrollment 2017/2018 – update– if not covered in monthly snapshot covered in ED report
- Enrollment 2018/2019 – update – if not covered in monthly snapshot covered in ED report
- Update on grade 3 and 4 classroom –
 - Great transitions with Mrs. Shackford and has been feeling really comfortable
- State Reporting update covered in monthly snapshot covered in ED report
- Update on state testing - covered in monthly snapshot covered in ED report
- Update on long term lease
 - Parents are really excited
 - Signage can be added (not covered) currently being worked on by someone
- Fundraising update – annual appeal letter and yard sale event
 - Annual appeal letter has gone out this past week (June 1)
 - Yard sale: went off and was a lot of work

- Made \$400 with no expenses
 - Maybe rent a tent last year
 - Next year sign up for cleanup will be there
- PTA/Frost Parent group update
 - Meeting is Friday morning
 - Executive council changes will be happening this year for a few positions
 - Looked at the annual calendar
 - Organization seems to be the big focus and offer project based volunteer options
 - Are hoping to be part of the open house night in the fall
- Upcoming events – Covered in HOS report – June 27th Cone for a Cause at the trails end ice cream from 3-9pm
- New teacher
 - Highly recommended by Janine and interviewed by Tracey, Nicki and Julie Boewe. Looking to announce before the beginning of the year. Amy Mahoney noted how great this is. Kimberly Morton Lee
 - Motion was made to accept the recommendation for Kimberly Lee as a new lower Elem teacher was made by Nicki Sclama, and seconded by Tracy Strout.
- Approval for change of snow days policy for teachers
 - Hand out given with the usage of Snow Days and personal/sick days
 - Motion to apply remaining sick days made by David Howes and seconded by Christina Campos
- Donation from Ellen and Alvin Ohlenbusch around \$4500 on goods that had been bought for the school but are no longer asking for repayment.
 - Motion made to accept this donation was made by Anastasia Burns and seconded by Amy Mahoney Ellen Ohlenbusch abstained unanimously voted in favor by all remaining board members
- Approval of new PO Box
 - Motion made to move PO Box from North Conway to Conway by Tracy Strout and seconded by Nicki Sclama unanimously voted on in favor by all board members
- Acting Officers
 - Tracy Strout is willing to be the current acting chair
 - Nicki Sclama is willing to be the acting vice chair
 - David Howes is willing to be the acting treasurer
 - Cathy Brings is willing to be the acting secretary
 - Option maybe there for the board to have a clerk so that they don't need to have Cathy taking the notes at meetings

The motions was made to accept the above acting officers by Pat Farley and was seconded by Anastasia Burns, Voted on in favor by Amy Mahoney, Pat Farley, Ellen Ohlenbusch, Christina Campos and Angela Zakon. Tracy Strout, Nicki Sclama and David Howes abstained from the vote.
- Check Signers
 - Motion to change the check signers for the main account and payroll account to be Nicki Sclama and Tracy Strout and the Petty Cash to be Tracy Strout and Janine McLaughlan
 - Motion made by Amy Mahoney and seconded by Cristine Campo and was unanimously voted on in favor
- Angela made a great thank you to all outgoing board members and thanked them for all the work that they have done over their terms. Attention was drawn to the fact that many stayed longer than they needed to make things run smoothly. Pat Farley drew attention to, saying thank you, for the folks that stayed longer than needed to. Ellen also thanked Angela for all of the work that she has done over the last 7 years.

6: Public Comment (10Min) – none

7: Non-public session: Employee & Contractual Matter

Pat Farley made a motion to go into non-public session according to RSA 91-A: 3, II for consideration of personal and contractual matter. Christina Campos Seconded this motion

Vote: Unanimous

Roll Call Vote:

Christina Campo – AYE

David Howes – AYE

Nicki Sclama – AYE

Tracy Strout – AYE

Pat Farley- AYE

Angela Zakon – AYE

Anastasia Burns - AYE

Amy Mahoney (by phone) –AYE

Ellen Ohlenbusch (by phone)-AYE

Janine McLauchlan (ex-officio)

The board entered non-public session at 7:49pm

Pat Farley moved to move out of public session at 8:23. David Howes seconded the motion. VOTE:
Unanimous

Roll Call Vote:

Christina Campo – AYE

David Howes – AYE

Nicki Sclama – AYE

Tracy Strout – AYE

Pat Farley- AYE

Angela Zakon – AYE

Anastasia Burns - AYE

Amy Mahoney (by phone) –AYE

Ellen Ohlenbusch (by phone)-AYE

Janine McLauchlan (ex-officio)

Ellen Ohlenbusch moved to seal the minutes of non-public according to RSA 91-A:3, II as releasing information would render a proposed board action ineffective. Pat Farley seconded

Roll Call Vote:

Christina Campo – AYE

David Howes – AYE

Nicki Sclama – AYE

Tracy Strout – AYE

Pat Farley- AYE

Angela Zakon – AYE

Anastasia Burns - AYE

Amy Mahoney (by phone) –AYE

Ellen Ohlenbusch (by phone)-AYE

Janine McLauchlan (ex-officio)

8: Summary and Action Items

- Set date/time for September meeting (normally don't meet the 1st day of school)

9. Next Agenda (5 min)

10. Adjournment

Pat Farley moved that we adjourn our meeting. Tracy Strout seconded this motion

Vote was unanimously in favor

Angela Zakon adjourned the meeting at 8:27

*The public comment section of our agenda is an opportunity for community members to comment on the work of the board. Members of the board are interested in hearing views from individuals, but will be unable to respond to comments immediately in this forum. They will, however, receive serious consideration, and may warrant discussion at a later date. Please limit your comments to 2 minutes to allow time for others to speak. For lengthier comments, please feel free to submit a letter to the board or email the board at trustees@robertfrostcharterschool.org.

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Data Driven Decision Making