

**Robert Frost Public Charter School
Board Meeting Minutes
6pm | August 25, 2015
Robert Frost Public Charter School | 1675 White Mountain Hwy |
Conway, NH 03860**

Board Members Present: Ellen Ohlenbusch, Angela Zakon, Pat Farley, Susan Thomas-Head of School, and via phone Kathy Vines, Amy Mahoney and Jennifer Karnopp.

Excused Absence: Cristina Campo

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 from June 2015 meeting as submitted.

Administration

- Introduction of Sue Thomas, the newly hired Head of School.
- School Layout
- PD Week

Finance Report

- Treasurer's Report presented by A. Zakon J. Karnopp made the motion to accept the treasurer's report as of June 30, 2015 P. Farley seconded the motion. **VOTE:** Unanimous
- FY 2014/2015 Budget to Actual
- FY 2014/2015 Actual to FY 2013/2104 Year Actual

Program Items

- 2015/2016 Calendar (Final) P. Farley made the motion to accept the 2015/2016 Calendar. K. Vines seconded the motion. **VOTE:** Unanimous
- Annual Progress Report 2015 (Status): E. Ohlenbusch updated the board on the changes to state reporting for the upcoming school year.
- Communication Plan 2015/2016: This will be covered at the September 2015 meeting.
- Staffing Update: S. Thomas updated the board on the current staffing for each classroom and structure to support Upper El/Junior High.
- Enrollment Forecast 2015/2016 Update S. Thomas updated the board on the current numbers for enrollment.

- State Reporting Status/Schedule: S. Thomas will present the schedule and provide status year to date.
- Student Drop-Off Process: S. Thomas presented her plan to provide safety for students and to ensure classes start on time. The plan is to have parents drive through drop-off in the morning. The plan for the afternoon is to provide drive through pick-up in the afternoon as well as classroom pick-up.
- Audit Update: A. Zakon updated the board on the upcoming process for the audit.
- Insurance 2015/2016: A. Zakon updated the board on the current status of the insurance policy for the school for the upcoming school year. A. Zakon made the motion to accept the new insurance policy for the 2015/2016 school year. P. Farley seconded the motion. **VOTE:** Unanimous
- Trustee Meeting Schedule 2015/2016: A. Mahoney made the motion to accept the 2015/2016 meeting schedule for Board of Trustees meetings. J. Karnopp seconded the motion. **VOTE:** Unanimous
- Board Member: E. Ohlenbusch presented the resume of a potential new board member. E. Ohlenbusch made the motion to invite Melanie Sleime as a new member of the Board of Trustees. P. Farley seconded the motion. **VOTE:** Unanimous
- Middle School Space Update: E. Ohlenbusch and A. Zakon updated the board on the meeting that took place regarding the Middle School space. The board had the opportunity to present about the Robert Frost Public Charter School. The end result was that the Conway School Board voted not to move forward with further discussion with leasing the facility. Work on finding our "forever home" continues.

Public Comment: There is no public comment.

K.J.Evans left the meeting at 7:30PM

Non-Public Session: Contractual Matter

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. K. Vines seconds the motion.

VOTE: Unanimous

Roll Call Vote:

Pat Farley	AYE
Amy Mahoney	AYE
Ellen Ohlenbusch	AYE
Kathy Vines	AYE
Angela Zakon	AYE
Jennifer Karnopp	AYE
Sue Thomas	AYE

The board entered into non-public session at 7:34.

A. Zakon moved to move out of non-public session at 7:42.

P. Farley seconded the motion. **VOTE:** unanimous

K. Vines 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. Zakon seconds the motion.

VOTE: unanimous

Roll Call Vote:

Pat Farley	AYE
Amy Mahoney	AYE
Ellen Ohlenbusch	AYE
Kathy Vines	AYE
Angela Zakon	AYE
Jennifer Karnopp	AYE
Susan Thomas	AYE

Summary and Action Items

- Communication Plan
- Drop-Off/Pick-Up Plan
- Engagement Letter from the Audit Team
- State Reporting Update

Next Agenda

Adjournment

The meeting was adjourned at 7:45PM.