

Robert Frost Charter School
Board Meeting Minutes
6pm | September 10, 2013
Robert Frost Charter School | 1675 White Mountain Hwy | Conway,
NH 03860

Call to Order: Meeting called to order at 6:01pm

Board Members Present: Ellen Ohlenbusch, Christina Campo, Angela Zakon, Head of School Jennifer Karnopp, Patricia Farley, Kathy Vines, Amy Mahoney

Also Present: Kelly J. Evans, Clerk

Board Members Excused Absence: NONE

Amy Mahoney made a statement on behalf of the board regarding the following:

- School Dismissal Time/Start time of Recreation Programs outside of the school.
- Teacher Certification/Experience
- Classroom Groupings of Lower Elementary and Upper Elementary
- Criminal Back Ground Checks
- Parent Involvement

Chair Report: E. Ohlenbusch presented a report on the current charter school business happening in Concord. The Robert Frost Charter School was praised for their success and were encouraged to consider opening a second school in the North Country that replicates the current school model.

Minutes from August 20, 2013 approved as submitted: with the change under the heading Montessori Compass with the change of date from 2012-2103 to the 2013-2014 school year. Kathy Vines makes the motion Patricia Farley seconds.

VOTE: Unanimous

Head of School Report: J. Karnopp, Head of School reported on the opening week of the 2013-2014 school year. She highlighted:

- Teaching teams
- The addition of a Learning Coordinator and Experiential Learning Coordinator
- Integration of Art, Music, Spanish, P.E. and Technology
- Explanation of Sign In/Sign Out Procedure for students

Treasurer's Report:

Budget: A. Zakon presented the current status of the school's budget. She highlighted the following:

- Per Student Funding
- Insurance
- Salary Expense for Hourly Employees
- Health Insurance for Employees

Amy Mahoney makes the motion to accept the 2013-2014 Budget as submitted, Patricia Farley seconds the motion. **VOTE:** Unanimous

Payroll: A. Zakon presented to the board options for payroll management.

Kathy Vines makes the motion to move forward with a national payroll company bid, Christina Campo seconds the motion. **VOTE:** Unanimous

Treasurer's Report: A. Zakon presented a summary on the current treasurer's report.

Amy Mahoney moves to accept the Treasurer Report as submitted, Christina Campo seconds the motion. **VOTE:** Unanimous

Program Items:

• **Insurance Committee Update/Recommendation**

E. Ohlenbusch updated the board on the current offer for Liability Insurance.

Patricia Farley makes the motion to accept the insurance plan provided by Hanover Insurance Company, Kathy Vines seconds the motion.

VOTE: Unanimous

• **Audit Committee Update**

A. Zakon updated the board on the current status of the audit. It is currently in process.

• **Benefits Committee Update**

- K. Vines updated the board on the current work of the committee regarding the offering of benefits to employees. She highlighted several options for the board to consider.
- Christina Campo makes the motion for the treasurer to go forward and work within the budget to develop a model of numbers that we would be able to provide as a benefit to employees. **VOTE:** Unanimous

• **Employee Committee Update**

• **RFCS Annual Report 2012/2013 School Year**

• **Special Education Committee**

- C. Campo updated the board on the current work of the committee.

• **Transportation Update**

- E. Ohlenbusch updated the board on transportation of students.

- **AmeriCorps Update**
- E. Ohlenbusch updated the board on the current status of staff from AmeriCorps
- **2013/2014 Parent/Student Handbook**
- The 2013/2014 Parent/Student Handbook is approved as submitted.
- **Before & After School Program**
- E. Ohlenbusch updated the board on the current status of Before & After School Care for students. Information will be distributed to parents of students.
- **BOKS PE Program**
- J. Karnopp, Head of School updated the board on a P.E. program, “BOKS”.
- Kathy Vines makes the motion to move forward with the BOKS P.E. program for the 2013/2014 school years, Angela Zakon seconds the motion.
- **VOTE:** Unanimous
- **2013/2014 Project Plan**
- J. Karnopp, Head of School updated the board on the current plan for student projects for the 2013/2014 school year. She also reviewed the festival dates at which student projects will be presented.
- **LMS Project Update**
- Both E. Ohlenbusch and J. Karnopp, Head of School updated the board on the implementation of the new LMS system.

Public Comment

Tara Egan made a comment regarding concern with the current K-2 set-up of the Lower Elementary classrooms.

Dennis Egan a public comment regarding concern with the current K-2 set-up of the Lower Elementary classrooms.

Janice Nichipor made comment suggesting to the public, attendance at the upcoming “Curriculum Nights” for parents of students.

Morris West thanked the board for holding the meeting tonight.

Kimberly McKinnon inquired about a donation procedure for the public.

Tessa Narducci also stated a desire to see a process for donations, (i.e. wishlist).

Dennis Egan made comment questioning the RFCS process of Background Checks.

Tessa Narducci made comment questioning the RFCS process of Background Checks.

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

Patricia Farley makes the motion to enter Non-Public Session for a discussion about Real Estate and an Employee matter. Kathy Vines seconds the motion.

VOTE: Unanimous

Kathy Vines makes the motion to move out of Non-Public Session, Patricia Farley seconds the motion. **VOTE:** Unanimous

Angela Zakon makes the motion to seal the minutes from Non-Public Session on 9/10/13 due to the release of information would render a proposed board actions ineffective. Christina 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, Kathy Vines, Amy Mahoney

Adjournment

Meeting was adjourned by Ellen Ohlenbusch, Chair of the Board at 8:10pm

Minutes respectfully submitted by Kelly J. Evans, Clerk