

**Robert Frost Public Charter School
Minutes for October 3, 2017 – 6:00PM**

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

Board Members Present: Angela Zakon, Anastasia Burns, Amy Mahoney, Ellen Ohlenbusch. Melanie Sleime and Pat Farley. Ex-officio Board Member HOS Don Germain

Excused Absence: Cristina Campo

Call to order: Meeting was called to order by A. Zakon at 6:14 PM

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

2: Meeting Business

- Acceptance of July minutes (1min)
 - A. Mahoney made the motion to accept the July minutes with change to who made the motion to enter into non-public session according to draft minutes. seconded by E. Ohlenbusch; VOTE: unanimous.
- Acceptance of August minutes (1 min)
 - No Changes. Minutes approved as submitted (no vote)
- Acceptance of September minutes (1 min)
 - P. Farley made the motion to accept the September minutes with the edits as submitted by A. Zakon; seconded by A. Mahoney; Vote: unanimous
- Acceptance of September 18th minutes
 - No changes. Minutes approved as submitted.
- Agenda review (5 min if necessary)

3: Administration (10 Min) – Monthly Snapshot & update

- Enrollment is currently at 47.
- Start of school year is going smoothly.
- Special education services. Working with SAU9; meeting with SAU13.
- Project Succeed is available for eligible students. SAU9 is going to discuss if they will allow all students to participate.
- Before & Aftercare: 1 student
- Art, Music, Physical Education, Outdoor program are going well.
- Reviewing Math Curriculum
- Staff Development programs underway.
- PBL – analyzing maple trees for the effect on the economy, tourism, art, etc.
- Moving forward with bid for plowing.
- School received offer to buy all of the fencing. Recommendation was to wait until a “forever home” is found. Replacement cost on the fencing would be unattainable. Need to research how a sale of property purchased with Federal Funds would be handle.

4: Finance Report (15 Min)

- Treasurers Report – August 2017 report. M. Sleime made a motion to accept the treasurer’s report. E. Ohlenbusch seconded the motion. VOTE: unanimous.
- Additional update: REAP Grant awarded (\$12,353), Related to PY – received 4th per pupil payment (\$28,055) and differentiated aid (\$11,523).
- Workers comp audit information completed and submitted to insurance company

5: Program Item (60 min)

- Patrick Nelson as grades 5/6/7 teacher. P. Farley made a motion to proceed with hiring A. Mahoney seconded the motion. VOTE: unanimous.
- Enrollment 2017/2018 – 47.
- Transportation update. Challenging schedules preventing parents from taking advantage of transportation. Suggestion was made to reach out to the other schools that have ironed these challenges out with their local districts.
- Special educational services – update part of administration update
- Before/after school program – update part of administration update
- Collection of free and reduced lunch info for additional state aid - in process and needs completion by November 1, 2017.

- General assurances – signed and submitted to state, distributed for your information.
- Board development: New candidates are being vetted and interviewed. Suggestion to send an email to parents and community members. Email will be drafted and sent out by Don Germain this week.
- State Reporting: DOE is considering a change to the deadline on the financials to allow schools time to complete audits. Annual report will be sent to the board before the November meeting for review and acceptance. School administration reporting is up to date.
- Facility Committee and Fundraising committee – recruiting. Suggestion to add these committees to the recruitment email. Board is looking for parent and community participation.
- PTA: PTA was not present. M. Sleime will contact current PTA president regarding the fundraiser and make sure he is aware of the standing invitation by the BOT to have the PTA update us on fundraising activities.
- Meeting Date Change Request: First Wednesday of the month. P. Farley made a motion to change the monthly board meeting to the first Wednesday of each month. A. Burns seconded the motion. VOTE: unanimous.
- Board meeting dates for the remainder of the 2017-18 school year:
 - November 1
 - December 6
 - January 3
 - February 7
 - March 7
 - April 4
 - May 2
 - June 6

M. Sleime made a motion to accept these new dates. A. Burns seconded the motion.
VOTE: unanimous.

- Upcoming events
 - 10/12 – Curriculum night & open house
 - 10/27 – Frost Forum
 - 11/20 – 1st trimester PBL event
 - 11/21 – 2nd annual Turkey Trot; potluck after to celebrate.

6: Public Comment (10Min)

Two community members attended with interest in the current facility situation. As a parent, the peace of mind of location will go a long way with the families. The board responded to questions about the process used to identify and review property. Along with steps currently being taken to seek out the facility for the 2018/2019 school year.

Community members: Chris Boewe and Kristine Carbone

7: Non-public session: Employee & Contractual Matter

Non-Public Session: Contractual Matter A. Mahoney made the motion to enter non-public session according to RSA 91-A: 3, II for the consideration of a contractual matter. E. Ohlenbusch seconded the motion. **VOTE:** Unanimous

Roll Call Vote:

E. Ohlenbusch AYE
P. Farley AYE
A. Burns AYE
A. Zakon AYE
M. Sleime AYE
A. Mahoney AYE

The board entered into non-public session at 7:50 PM.

E. Ohlenbusch voted to move out of non-public session. Pat Farley seconded the motion. VOTE:
Unanimous

P. Farley AYE
E. Ohlenbusch AYE
A. Burns AYE
A. Zakon AYE
A. Mahoney AYE
M. Sleime Aye

A. Mahoney 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. Anastasia Burns seconded the motion. **VOTE:** Unanimous at 8:45 PM

Roll Call Vote:

P. Farley AYE
E. Ohlenbusch AYE
A. Burns AYE
A. Zakon AYE
A. Mahoney AYE
M. Sleime Aye

8: Summary and Action Items

9. Next Agenda (5 min) – any items to add for next month
Nepotism Policy for review
Math Program Development
Future: 2018-19 calendar; teacher workdays and start/end time for transportation opportunity.

10. Adjournment at 8:48 PM

*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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Driving us towards the path of excellence
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