

**Robert Frost Charter School
Board Meeting Minutes
6pm| January 7, 2014
Robert Frost Charter School | 1675 White Mountain Hwy | Conway, NH 03860**

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

Call to Order: E. Ohlenbusch called the meeting to order at 6:06pm

Public Comment

Janice Nichipor wished the board a Happy New Year!

Meeting Business

- **Minutes from December 3, 2013:** P. Farley made the motion to accept the minutes from December 3, 2013 with the grammatical changes noted. C. Campo seconded the motion.
VOTE: Unanimous

Head of School Report

- Update on the addition of new assistant teacher in Lower El 1.
- Review of current student enrollment.
- Noted increase in communication with families from the Head of School and the classroom teachers.
- Winter Festival will occur on Wednesday, January 13, 2014 at RFCS starting at 5:30pm.

Treasurer's Report

A. Zakon presented the treasurer's report for October and November 2013. In addition she also presented the P/L Budget vs. Actual Report for July-December 2013.

Program Item

- **Finance Committee:** Audited financials (fiscal year ending 6/30/13) were sent to the NH Charter School Office. Update on the current status of "non-profit" for RFCS.
- **Benefits Committee:** The committee presented on the current information that has been researched regarding various types of benefits to offer staff. The Benefits Committee has recommended the "Enhanced Level" of supplemental health benefit through Allstate with the option for employees to "buy-up" family coverage and other Allstate Benefits made available at the cost of the employee. Payment for these benefits will be made through payroll deduction.
C. Campo made the motion to move forward with the recommendation of the Benefits Committee to move forward with providing to full-time employees the "Enhanced Level" of supplemental health benefit through Allstate with the option for employees to "buy-up" family coverage and other Allstate Benefits made available at the cost of the employee. Payment for these benefits will be made through payroll deduction. P. Farley seconded the motion. **VOTE:** Unanimous

- **Employee Committee:** The committee presented an update on the days remaining that are not currently scheduled in the 2013-2014 school calendar.
The Employee Committee has recommended that with the exception of any additional days that may need to be scheduled for unforeseen circumstances during the school year, the currently scheduled 6 ½ other days which do not appear in the 2013-2014 school calendar will be forgiven at the end of the 2013-2014 school year.
A. Mahoney makes the motion to accept the recommendation of the Employee Committee: “recommended that with the exception of any additional days that may need to be scheduled for unforeseen circumstances during the school year, the currently scheduled 6 ½ other days which do not appear in the 2013-2014 school calendar will be forgiven at the end of the 2013-2014 school year.” A. Zakon seconded the motion. **VOTE:** Unanimous
- **Special Education Committee**
No report.
- **Enrollment Committee**
The committee is gearing up to schedule the upcoming outreach sessions for the community regarding enrollment for RFCS.
- **State Reporting Update**

Public Comment: No public comment.

P. Farley makes the motion to enter non-public session according to RSA 91-A:3, II for the consideration of a personal matter and a contractual matter.

C. Campo seconds the motion. **VOTE:** Unanimous

Roll Call Vote:

Kathryn Vines	Aye
Angela Zakon	Aye
Ellen Ohlenbusch	Aye
Cristina Campo	Aye
Patricia Farley	Aye
Amy Mahoney	Aye

The board entered non-public session at 7:45pm

Action Items

- Employee Committee will review the process of how to address the make-up of Snow Days for staff.
- Enrollment Committee will be sending out an email to the board with more detailed information regarding the upcoming community outreach sessions.

The board returned to Public Session at 8:23pm.

Pat Farley moved to move out of non-public session at 8:23. Cristina Campo seconded the motion. **VOTE:** Unanimous.

Pat Farley moved 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. Angela Zakon seconded the motion. Vote: Unanimous.

Roll Call Vote:

Amy Mahoney		Aye
Ellen Ohlenbusch	Aye	
Cristina Campo		Aye
Kathy Vines	Aye	
Patricia Farley		Aye
Angela Zakon		Aye
Jennifer Karnopp	Aye	

Meeting adjourned at 8:29pm

Respectfully submitted by Kelly J. Evans, Clerk of the Meeting and Cristina Campo, Board Secretary