

Robert Frost Public Charter School
Board Meeting
September 7, 2017

6:00PM

Attendance: Amy Mahoney (by phone), Anastasia Burns, Ellen Ohlenbusch (by phone), Angela Zakon, Cristina Campo, Donald Germain, Melanie Sleime arrived at 6:05pm

Excused Absence: Jennifer Karnopp, Pat Farley

Call to Order: A. Zakon called the meeting to order at 6:05 pm

Meeting Business

- Minutes from the July and August meeting will be reviewed and approved at the October meeting.
- Agenda Review
 - Board Development

Administration

- Monthly Snapshot – HOS Don Germain
 - Great opening – 45 students; good attendance; exceptional parents. Teachers are engaged.
 - Looking for upper el teacher; candidate interview next week. Linda is willing to help, but not for the year.
 - Special Ed services – meeting with SAU9 next week to go over the services. Trying to set up with SAU13. Services have started; referring a few kids next week. 3 receiving services at this time; recommend 2 more. Ellen will forward information to Don regarding the students with service history from last year.

Finance Report

- Treasurers Report – review of FY16/17 results and DOE 25 update
 - Potential adjustments include the following: Depreciation entry, Flatbread invoice, one item in AP that may have already been paid, and differentiated aid payment in the fall from New Hampshire. (Cannot be recorded until it is received.)
 - Angela will do one more review specifically for items in June, July and August to make sure they did not relate to the 16/17 year.
 - DOE 25 is next and then the annual audit will occur in mid-October. May conduct at DebitOne due to the school space.
- Review and approval of revised FY 17/18 Budget
 - Pages 1-3 approved in prior budget

- Pages 4-6 are the revised based on the changes in space and the students
- A. Mahoney made the motion to accept the revised budget. S. Burns seconded the motion. VOTE: Unanimous
- Review and approval of July 2017 Financials and FY 16/17 year in review
 - E. Ohlenbusch made the motion to approve the July financials, Treasurer's Report, 16-17 Year in Review C. Campo seconded the motion. VOTE: Unanimous
- Approval for updating check signers and school credit card
 - Additional signers due to E. Ohlenbusch move and availability to the school. S. Burns agreed to be a signer.
 - M. Sleime made the motion to remove E. Ohlenbusch as a check signer due to her relocation. S. Burns seconded the motion. VOTE: Unanimous
 - C. Campo made the motion to add S. Burns and A. Mahoney as check signers. M. Sleime seconded the motion. VOTE: Unanimous
 - E. Ohlenbusch made the motion to establish a credit line/card for the school. S. Burns seconded the motion. VOTE: Unanimous

Program Items

- Board Development
 - Jen Karnopp is working on PhD and has asked to end her tenure on the board. She is offering to be available to the school.
 - Ellen Ohlenbusch has volunteered to work on developing board members. Would like to add parents and community members. David Howe is a potential addition. If other members would like to help Ellen, please get in touch with Ellen. We will ask Pat Farley to help with this. Over the next two weeks, Ellen will work on a packet of information regarding what is needed and what is involved in the position. Use caution with parents regarding not slighting a parent who is interested in the board. Facilities and fundraising are topics of interest/need. The school can use help in many ways.
- Approval of Linda King as long-term substitute teacher for grades 5/6/7
 - A. Mahoney made the motion to approve Linda King as a long-term sub. M. Sleime seconded the motion. VOTE: Unanimous
- Increasing our sub pool
 - Approval of Diana Germain as a substitute teacher for the charter school. Diana Germain would be a fill-in for Linda for days she has stated that she is not available. She would not be looking for a long-term sub position. E. Ohlenbusch made a motion to add Diana Germain to the school's substitute teacher list. S. Burns seconded the motion. VOTE: Unanimous
 - Molly Shannon is interested in subbing. She subbed in the past and is back in town temporarily.

- Establish a policy asking for board involvement with nepotism regarding employment applicants related to or in a partnership with other staff and/or board members.
- M. Sleime will draft an employment nepotism policy for review at the October meeting
- Enrollment 2017/2018 update
 - 7 Kindergarten; 38 in grades 1-7 for a total of 45.
 - Ellen recommended considering a Facebook push for Kindergarten enrollment over the next 3 weeks. Don could ask Rebecca to post on Facebook. Specify intimacy; small class size. Stacy recommended contacting the other parents to try and recruit.
- Facility and storage update
 - We are in the building. No concerns at this time. Only two bathrooms can be a little cumbersome. Security has worked out. Confidentiality is difficult. Beautiful facility. Utilities may be a challenge.
 - Plowing – Don has reached out; Angela gave Mike Lynch; Amy will send a list as well.
 - Fire Drill in the next week or two. Also work on the lockdown drill. Front door is secured all day.
 - Looking at the security system to make it a little easier to use.
 - Storage – Consolidated down to two storage units at East Conway. \$210/unit per month. We have the trailer, fence and playground on the church site. Where can it be stored? A lot of construction materials as well. Ellen mentioned Carl Tibido, property owner who may be willing to help. An opportunity to cull the materials; develop an inventory; determine the true need.
- Charter Renewal Update
 - No response from the state at this time. Angela has spoken to David Quigley, DOE, regarding the insurance and introduce herself and the school.
- Middle School sports band chorus and extra-curricular update & policy approval
 - Opportunity to participate; students have not expressed interest at this time. This will stay in place for the middle school students.
- Transportation update
 - Eligibility is based on 3 bus routes. Middle school timing is off. Elementary is a little tricky with timing. The 5 families in the routes opted to not take advantage of the transportation. New state law states that school districts have to provide transportation to charter students.
 - NOTE: When reviewing the 2018-19 school year, keep transportation in mind with the timing.
- Before/After school program – Project Succeed update
 - Met with Clay Groves over several meetings and gained approval for our students to participate. Ran into an issue this week saying that only CONWAY students could participate, not students from other areas. Meeting on Monday, 9:30am, to discuss with the school board.
 - Parents have been great.

- The board supports offering care within the school if needed. This is a varied schedule which makes it complicated.
- Middle school math curriculum – no change at this time. Active item.
- Approval of the updated emergency operation plan
 - M. Sleime made the motion to approve the emergency operation plan. A. Mahoney seconded the motion. VOTE: Unanimous
 - Submitted to the state.
- State Reporting Update
 - E. Ohlenbusch has agreed to update the report due to the state. A. Zakon will review the financials and the audit for submission.
 - Certificate of occupancy is done.
 - Inspection for fire is complete. Report due September 15th to the state fire marshall.
- New Facility Committee
 - Salyards – one year lease.
 - E. Ohlenbusch recommended pushing this topic out four weeks to allow for the board development.
- Fundraising plan – capital campaign and general fundraising
 - A. Zakon recommended pushing this topic out four weeks to allow for the board development.
- PTA/Frost Parent Group update
 - S. Burns has the information and the by-laws for those interested. Fees are up-to-date. Good response to the email from Don. He forwarded information to S. Burns.
- Schedule of Audit for FY 16/17
 - October 27, 2017
 - Financial records are accessible.
- Upcoming events (Welcome event)
 - Open House on September 14th at 3:30-4:30pm
 - Pat Farley; Welcome celebration; September 19th and 20th; teachers and the board and the board of Conway Historical Society. M. Sleime will follow up with Pat. Possible option: Function room next to Flatbread.

Public Comment

- No public comment.

Summary and Action Items

A Mahoney will do a thank you ad

- M. Sleime will write a nepotism policy draft
- P. Farley to work on welcome event

Next meeting is October 3, 2017, 6:00pm at the school

Adjournment at 7:50pm.