

**Robert Frost Public Charter School
Board Meeting Minutes
6pm | December 2, 2014
Robert Frost Public Charter School | 1675 White Mountain Hwy |
Conway, NH 03860**

Board Members Present: Amy Mahoney, Ellen Ohlenbusch, Angela Zakon, Head of Curriculum Jennifer Karnopp, Head of Administration Ele Border and via phone Kathy Vines.

Excused Absence: Cristina Campo, Pat Farley

Also in attendance: Kelly J. Evans, Clerk

Call to order: E. Ohlenbusch called the meeting to order and welcomed the public at 6:11pm

Meeting Business (E. Ohlenbusch)

- **Acceptance of minutes from November 4, 2014**
 - A.Zakon Made the motion with the edit of 2015/2016 plan preparation discussed, to accept the minutes from the November 4, 2014 meeting.
 - A. Mahoney seconded the motion. **VOTE:** Unanimous
- **Agenda Review**
 - The "Spotlight" was moved to the beginning of the agenda due to time constraints of the "Spotlight"

Head of Administration (Ele Border)

- Currently working on the streamlining of record keeping.
- Finishing the last few pieces of the library.
- Currently reviewing the current network capabilities at the school.
- Afterschool activities are going well. (K-Kids Club and Tin Mountain Program)
- Update on current enrollment.
- Mrs. Cioe, Upper Elementary teacher resigned her position effective as of January 13, 2015.

Head of Curriculum (Jennifer Karnopp)

- Update on programming for Kindergarten students during the ESSC program. At this point in time, Kindergarten students will remain at the school on the scheduled ESSC day.
- Review of the expectations of the Spanish Program.

- Update on current Special Education.
- Update on current overall general student progress in the areas of the Common Core State Standards.
- Update on second quarter projects for the school.

Spotlight (Tahirih Lawot)

Ms. Lawot presented information on the SeaPerch robot. The students in the Upper Elementary will be building and working with this type of robot in the second quarter of the school year.

Treasurer's Report (Angela Zakon)

- Profit and Loss comparison between July-October 2013 vs. July-October 2014 was presented.

A.Mahoney made the motion to accept the Treasurer's report for October 2014.

K. Vines seconded the motion. **VOTE:** Unanimous

Program Items

- The 2014/2015 Budget was presented and reviewed. A discussion took place amongst the board.
A.Mahoney made the motion to approve the 2014/2015 Budget with the changes defined by A. Zakon during the board meeting. K. Vines seconded the motion.
VOTE: Unanimous
- 2015/2016 Enrollment Update: Everything is scheduled and on schedule.
- Smarter Balanced Assessment: Discussion of current technological needs in order to administer the testing for students.
- Charter Schools Program-Dissemination Grant: J. Karnopp presented details about how the dissemination grant works. Replicating successful programs is one of the avenues that satisfies the requirements of the grant.

Public Comment: No public comment.

Non-Public Session:

Kelly J. Evans, Clerk left the meeting at 7:40pm.

A. Mahoney made the motion to enter non-public session according to RSA 91-A: 3, II for the consideration of a personal and contractual matter. A. Zakon seconds the motion.

VOTE: Unanimous.

Roll Call Vote:

Amy Mahoney	- AYE
Ellen Ohlenbusch	- AYE
Kathy Vines	- AYE
Angela Zakon	- AYE

The board entered into non-public session at 7:42pm

Amy Mahoney moved to move out of non-public session at 8:18pm A. Zakon seconded the motion.

K. Vines 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. A. Zakon seconds the motion.

VOTE: Unanimous

Roll Call Vote:

Amy Mahoney	- AYE
Ellen Ohlenbusch	- AYE
Kathy Vines	- AYE
Angela Zakon	- AYE

Action Items

- To review student conflict process.
- Send copy of enrollment process to the Chair of the Board.
- Distribute 2014/2015 finalized budget.
- Post Upper Elementary Position on the RFPCS Website.
- Create and review the Sixth Grade and Eighth Grade transition model.

Adjournment: Meeting adjourned by E. Ohlenbusch at 8:20pm

Respectfully submitted by Kelly J. Evans, Clerk of the Meeting

