

**Robert Frost Public Charter School
Board Meeting Minutes
6pm | May 5, 2015
Robert Frost Public Charter School | 1675 White Mountain Hwy |
Conway, NH 03860**

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

Also in attendance: Kelly J. Evans, Clerk

Call to order: E. Ohlenbusch called the meeting to order and welcomed the public at 6:05pm.

Meeting Business (E. Ohlenbusch)

- Acceptance of minutes from April 7, 2015
- Add to the Agenda Program Items:
 - Donation from Memorial Hospital
 - Employee Sick Leave
 - Special Education Update

Administration

- Up to date on all state reporting.
- J. Karnopp updated the board on the current status of enrollment.

Curriculum

- J. Karnopp updated the board on Special Education. The number of students who have been referred and what the end result has been with the process.
- J. Karnopp updated the board on the Smarter Balanced Testing that has been taking place for 3rd through 6th grade students. All testing is complete for 3rd and 4th grade with the exception of one make-up test. The 5th and the 6th grade testing should be completed by next week.

Spotlight: K. Evans-Lower Elementary Breakfast Project

- In addition to K. Evans, Carrie Burkett also presented on the 3rd Quarter Lower Elementary Project. Overall the project went very smoothly and was well received by parents.

Finance Report

- Treasurer's Report: A. Zakon presented the Treasurer's Report to the board. P. Farley made the motion to accept the Treasurer's Report for July 2014-March 2015 and A. Mahoney seconded the motion. **VOTE:** Unanimous
- Budget to Actual was presented to the board.
- Federal Grant Update

Program Items

- D&O Insurance: A. Zakon updated the board on the current options for the upcoming school year's D&O Insurance options. Made the motion to move forward with Hanover Insurance Group D&O Insurance coverage as recommended by Steve Cote and Angela Zakon. A. Mahoney seconded the motion. **VOTE:** Unanimous
- 2015/2016 Draft Calendar: The board reviewed a draft version of the 2015/2016 calendar.
- Family Handbook 2015/2016 Draft: This is still a work in progress and that information will be updated to reflect the Junior High Program
- Annual Progress Report 2015 (Draft/Outline)
J. Karnopp presented a draft version of the Annual Progress Report for 2015 to the board for review.
- Curriculum Fidelity Implementation Guide: J. Karnopp updated the board on the progress of the Curriculum Fidelity Implementation Guide.
- The Memorial Hospital Donation: A. Mahoney made the motion to accept the donation of up to \$500 from the Memorial Hospital. C. Campo seconded the motion. **VOTE:** Unanimous
- Employee Sick Leave: The board discussed the potential of increasing the number staff sick leave days from 3 days to 6 days per school year for both salary and hourly employees. C. Campo made the motion to increase the number of staff sick leave days from 3 days to 6 days per school year for both salary and hourly employees. A. Zakon seconded the motion.
VOTE: Unanimous

Public Comment

No public comment.

Non-public Session

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

Roll Call Vote:

Cristina Campo
Pat Farley
Amy Mahoney
Ellen Ohlenbusch
Kathy Vines
Angela Zakon

Also attending Jennifer Karnopp

The board entered into non-public session at 7:21 PM

A. Mahoney moved to move out of non-public session at
C. Campo seconded the motion. **VOTE:** unanimous

P. Farley 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. A Zakon seconds the motion.

VOTE: unanimous

Roll Call Vote:

Cristina Campo
Pat Farley
Amy Mahoney
Ellen Ohlenbusch
Kathy Vines
Angela Zakon

K. Vines makes a motion to accept the resignation of Ms. Lawot. C. Campo seconds the motion. **VOTE: unanimous**

Action Item: Share information regarding additional sick days with staff.

Meeting adjourned at 7:54 PM