

**Robert Frost Public Charter School
Board Meeting Minutes
6:15pm | January 19, 2016
Robert Frost Public Charter School | 1675 White Mountain Hwy |
Conway, NH 03860**

Board Members Present: Pat Farley, Cristina Campo, Ellen Ohlenbusch, Amy Mahoney, Angela Zakon, and Jennifer Karnopp via the phone. Melanie Sleime entered the meeting at 6:26pm.

Also in attendance: Kelly J. Evans, Clerk

Call to order: E. Ohlenbusch called the meeting to order and welcomed the public at 6:24pm.

Meeting Business (E. Ohlenbusch)

- **Acceptance of Minutes**
 - Meeting minutes for December 2015 are approved as submitted.
- **Agenda Review**
 - Add topic of "Insurance for Employees" as a bullet under the *Finance Report*
 - Add Policy Questions Regarding Teacher Certification to *Program Items*

Administration

- **Monthly Snapshot**
 - E. Ohlenbusch updated the board on the current enrollment numbers.

Finance Report

- **Treasurers Report**
 - Audit for 2015 is complete and will be submitted to the state. Everything went smoothly and the report was positive.
 - Utilizing Debit One has been a positive move for the school.
- **Revised Budget**
 - A. Zakon reviewed the draft budget for the 2016/2017 school year.
- **Insurance for Employees**
 - A. Mahoney made the motion to rescind the offer of health insurance to the employees of RFPCS. P. Farley seconded the motion.

VOTE: Unanimous

Program Items

- **State Reporting**
 - The board will doing a check-in with the state to make sure that the school is up to date with state reporting.

- **Smarter Balanced: Resources and Schedule**
 - Still waiting on information from the state regarding this year's testing needs.
 - Testing window opens in March.
- **Hiring, Support Staff**
 - M. Sleime updated the board on the Search Committee that will be searching for a candidate to fill the position of Head of School.
- **Academic Hours**
 - The board reviewed the current requirements for academic hours for students at RFPCS.
 - Elementary school students require 945 academic hours per school year that can include 30 minutes of recess time.
 - Junior High requires 990 academic hours per school year which cannot include recess time.
- **HB 126 Study SPED Services at Charter Schools**
 - E. Ohlenbusch updated the board on this topic. Currently there is a committee looking to move financial responsibility for SPED services to each charter school. RFPCS could potentially be a part of this study.
- **Curriculum Committee: PLP**
 - J. Karnopp updated the board on the current PLP and a proposed revision which was distributed to the board. The revision incorporates the ability to document the varying levels that a student may be working on in various subject through all four quarters. E. Ohlenbusch initiated a conversation regarding the importance of documentation from year to year (benchmarking) and if this new proposed version decreases the amount of time that staff need to invest in writing the reports.
 - P. Farley made the motion to support the new Personal Learning Plan submitted by the Curriculum Committee with the addition of benchmarking to provide parents an understanding of where there student is academically at point of entry to RFPCS. M. Sleime seconded the motion. **VOTE:** Unanimous
- **ESOL Compliance Plan Draft**
 - This will be submitted at the next board meeting.
- **HB 555 Co-curricular Activities Resident District**
 - E. Ohlenbusch updated the board on this topic. Currently Conway residents can participate in sports through the district. Research continues to those districts that send to SAU 9.
- **School Hours 2016/2017**
 - E. Ohlenbusch updated the board on this topic. Currently a large number of students are requesting to leave at 3:15 in order to participate in extra-curricular activities outside of RFPCS. A survey will be sent out to all parents of RFPCS students to obtain input from the parent community.
- **YIP Programming**

- E. Ohlenbusch updated the board on the topic of the "Young Inventors Program." The Curriculum Committee will review this programming and report back to the board with a report.
- **Junior High Ski Program**
 - E. Ohlenbusch updated the board on this topic regarding Junior High students participating in a ski program. Pricing and insurance has been reviewed. A discussion from the board ensued and focused on insurance needs, the need to be separate for the ESSC program, and how to handle rental equipment. Discussion also took place regarding the need to require background checks for volunteers. C. Campo made the motion to move forward with the Junior High Ski Program at a price of \$50 per student for the life of the program. A. Zakon seconded the motion. **VOTE:** Unanimous
- **Enrollment Packets, Schedule, Communication**
 - E. Ohlenbusch updated the board on this topic. P. Farley made the motion to appoint Kelly J. Evans as the Enrollment Administrator. M. Sleime seconded. **VOTE:** Unanimous
 - A. Mahoney made the motion to move forward with Enrollment Packets which will remain the same other than the dates referring to deadlines for enrollment, supporting materials, residency verification, etc. C. Campo seconded the motion. **VOTE:** Unanimous
- **Teacher Certification**
 - C. Campo made the motion to support a salary increase for teachers who achieve credentialing or certification mid-year. M. Sleime seconded the motion. **VOTE:** Unanimous
 - E. Ohlenbusch updated the board on the focus by the NHNEA to require that all teachers must be NH Certified in order to teach at NH Charter Schools.

Public Comment

- D. Laughland read an open letter to the board addressing his appreciation of a Montessori environment and the wonderful experience that his children have received at RFPCS. He acknowledged how much hard work has gone into building the school and recognizes how underfunded charter schools are. Mr. Laughland expressed his concerns regarding the fear of RFPCS not being an option for his children in the future. He pointed out concerns regarding the support and pay provided to teachers. Mr. Laughland also expressed concern regarding missing elements of the Montessori experience for his children as the school year goes on. Mr. Laughland encouraged the board to move forward making decisions that support the staff, the students and the overall experience that everyone experiences at RFPCS.

The Board acknowledged Mr. Laughland's statement and shared the strategy the board developed for addressing these concerns and other concerns that were identified during the Board requested audit of school operations that occurred in early January.

- Julie Boewe acknowledged Mr. Laughlin's letter and thanked him for articulating many of her own thoughts. She also thanked the board for their hard work. Ms. Boewe asked the board how she can help the school.

The Board acknowledged Mrs. Boewe and thank her for her comments and shared that parent and community volunteers will be critical to implementing the strategy referenced in the response to Mr. Laughland's comments.

- Emmy Hudson-Swogger questioned the board regarding how the school has "gotten of track" from the mission statement. Ms. Hudson-Swogger questioned if the Head of School being supported by the board. She shared "kudos" to the teachers for always carrying forward.

The Board acknowledged Mrs. Hudson-Swogger's comment and provided a general explanation of professional courtesy and Human Resources practice.

Non-public Session

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

VOTE: Unanimous

Roll Call Vote:

Cristina Campo	AYE
Pat Farley	AYE
Amy Mahoney	AYE
Ellen Ohlenbusch	AYE
Melanie Sleime	AYE
Angela Zakon	AYE
Jennifer Karnopp	AYE

The board entered into non-public session at 8:13PM

A.Mahoney moved to move out of non-public session at 8:20pm.

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

A. Zakon 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.

M. Sleime seconded the motion. **VOTE:** Unanimous

Roll Call Vote:

Cristina Campo	AYE
Pat Farley	AYE
Amy Mahoney	AYE
Ellen Ohlenbusch	AYE
Melanie Sleime	AYE
Angela Zakon	AYE
Jennifer Karnopp	AYE

Summary and Action Items

Adjournment

E. Ohlenbusch adjourned the meeting at 8:32pm.

Respectfully submitted by Kelly J. Evans, Clerk