

**Robert Frost Public Charter School**  
**Board Meeting Minutes**  
**6pm| July 8 2014**  
**Robert Frost Public Charter School|1675 White Mountain Hwy|Conway, NH 03860**

**Board Members Present: Amy Mahoney, Ellen Ohlenbusch, Angela Zakon, Kathy Vines, Pat Farley, Head of School Jennifer Karnopp**

**Excused absence: Cristina Campo**

**Call to Order:** E. Ohlenbusch called the meeting to order and welcomed the public at 6:03pm

**Meeting Business**

- **Minutes from the meeting on June 2014:**
  - A. Mahoney makes a motion to accept Minutes from June, 2014 with typo correction as identified. K. Vines seconded motion. Vote: Unanimous
- **Agenda Review**
  - No additions to the agenda.

**Head of School Report**

- Successful end of school year
- Applications are continuing to arrive daily and being added to the waitlist
- Upper El and Lower El Presentation Nights
- Music Festival showcased Ukulele and Spanish Language Lessons
- Staff & Board Development at the Browne Center successful and Core Value development as a spring off of the Staff and Board Day and Debriefing
  - Innovation
  - Culture of Care
  - Dedication to the quality of the learning experience and outcome
- Developing Program and Curriculum Implementation Guide
  - Provide consistency and fidelity of the program
  - Focusing Academic and non-academic goals
- Innovation in Education

**Treasurer's Report**

The treasurer's report for May 2014 was presented to the board.  
P. Farley made the motion to accept the treasurer's report for May 2014, seconded by K. Vines.

**VOTE:** Unanimous

Coming Up:

- Full year report coming next month

- DOE Report due August 1
- Auditors coming in late August, which will be the second year of the 3 year proposal which we accepted last year.

## **Program Items**

### **Facilities Report**

OVP will be digging up the tarmac for the playground install in the next 2 weeks. Still waiting to hear back from contractor on completion of observation windows.

### **Curriculum:**

HOS recommends the Fountas & Pinnell Reading programs.

Discussion regarding details of assessment process using Fountas and Pinnell system, what percentage of students would benefit from targeted intervention program, how do we show or document from the assessment point to the end outcome to create a body of work that supports staff to minimize the learning curve for this program in future years?

Zakon makes Motion to approve and purchase the Continuum of Literacy Learning for each classroom and the Benchmark Assessment System for all grades, each classroom, and 2 of the teacher guides for leveled literacy intervention for 3<sup>rd</sup> or 4<sup>th</sup> grade, after greatest need is identified. Second by P. Farley  
VOTE: Unanimous

K. Vines makes a motion to use both DIBELS and Fountas and Pinnell assessment tools concurrently in 2014-2015. A. Mahoney seconds.  
VOTE: Unanimous

### **State Reporting Update**

We are up to date with all state reporting. EOY Report is going through the verification process and anticipate that this will go through quickly. Annual Report is in draft process.

### **RFCS Foundation**

Strategic planning session occurred and the team determined that launching a capital campaign is the best path to take.

### **Residency Affidavit Change/Directory Information**

Motion to amend the Student Records section of the Parent and Student Handbook 2014/2015 under section #3 to include 'School Districts of Residence'.

Amy Mahoney, 2<sup>nd</sup> Kathy Vines VOTE: Unanimous

**REAP Grant Award (Rural Schools Achievement Program)**

Angela Zakon informed the board that, because of our student attendance records, we are eligible for the Rural Schools Achievement Program, a financial reward which could be used in a variety of ways to support student achievement.

**Action Items:**

**J. Karnopp will amend the Parent Student Handbook Student Records Section, adding School Districts of Residence as a potential recipient of directory information**

**J. Karnopp will purchase the Reading Curriculum Materials**

**Public Comment- None**

**Non-Public Session 7:40**

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. A. Zakon seconds the motion.

**VOTE:** Unanimous.

**Roll Call Vote:**

- Amy Mahoney - AYE**
- Ellen Ohlenbusch - AYE**
- Kathy Vines - AYE**
- Jennifer Karnopp – AYE**
- Angela Zakon - AYE**

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

Kathy 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. P. Farley seconded the motion. **Vote:** Unanimous.

**Roll Call Vote:**

- Amy Mahoney - Aye**
- Ellen Ohlenbusch - Aye**
- Kathy Vines - Aye**
- Jennifer Karnopp – Aye**
- Angela Zakon -- Aye**

**Items for next agenda**

**Adjournment:** Meeting adjourned by E. Ohlenbusch at 8:24 pm.

Respectfully submitted by Jennifer Karnopp