

Robert Frost Public Charter School
Board Meeting Minutes
6:00pm| May 9, 2017

Robert Frost Public Charter School | 1675 White Mountain Hwy | Conway, NH 03860

Board Members Present: Cristina Campo, Angela Zakon, Head of School-Ellen Ohlenbusch, Anastasia Burns and Amy Mahoney. Melanie Sleime entered the meeting at 6:50pm. Pat Farley entered the meeting at 7:00pm. Jennifer Karnopp entered the meeting via phone at 7:30pm.

Also in attendance: Kelly J. Evans, Clerk

Call to order: A. Zakon called the meeting to order at 6:12pm.

Meeting Business (E. Ohlenbusch)

- **Acceptance of Minutes**
 - Minutes from April 2017 meeting are approved as submitted.
- **Agenda Review**
 - The following agenda items will be moved to the June 2017 meeting.
 - Teacher Credentialing/NH Certification
 - Policy Review 2017/2018
 - Employee Handbook 2017/2018
 - Student & Parent Handbook 2017/2018
 - C. Campo made the motion to modify the agenda. A. Mahoney seconded the motion. **VOTE:** Unanimous

Administration

- **Monthly Snapshot**
 - Concern with the level of support regarding Special Education Services both acquiring and receiving services that are documented within a current IEP through the sending school district.
 - Work has been done to finalize the renewal process.
 - Watch Me Shine Event: about 90% participation from students and support from families and the PTA. It was a great community event.
 - The Junior National Honor Society traveled to a regional conference held in Massachusetts.
 - Work continues regarding the new space for the school.
 - Staff were treated to lunch for Teacher Appreciation Week by HOS.
 - Students (K-3) enjoyed a trip to see the Portland Symphony Orchestra at the Performing Arts Center in Fryeburg, Maine. The students raised money through bake sales.
 - Tours are growing in frequency and we are averaging one new application per week. This doesn't guarantee enrollment, but it is a positive sign.
 - Parent Teacher Conferences occurred last week we had 90% of families participate. We expect the remaining families to complete conferences by the end of next week.

- Career Day is May 17th and we are excited that we have 4 off our board members participating.
- The HOS asked a parent to initiate a book drive to populate the Library at the new facility and students are motivated and the initial goal of 100 books was passed quickly and the new goal is 800 books.
- Inspired by the students love of reading we are having a Read-A-Thon and it will take place this Friday. Students will have a chance to read to the Head of School throughout the day.
- MWV Regional Science Fair is this week. Our Junior High Students will participate in the Science Fair. Our 6th grade students will participate in the first year of a Maker Showcase taking place on the same day.
- No changes with enrollment within the last month.

Finance Report

- A. Zakon updated the board on the financial status of the school. A. Mahoney made the motion to approve the Treasurer's Report as of March 31, 2017. A. Burns seconded the motion. **VOTE:** Unanimous

Program Item

- **Enrollment**
 - E. Ohlenbusch updated the board on the current enrollment as well as the number of applications for prospective students for the 2017-2018 school year. Registration continues for the 2017-2018 school year.
- **HOS Status**
 - A new Head of School has been hired and will begin starting on July 1, 2017. He will join us part-time managing the transition to the new space between now and July 1, 2017 when he starts full-time.
- **End of Year/Alternate Plan**
 - E. Ohlenbusch updated the board on the current status of the building. She has suggested an alternative lease termination and an alternate plan for the remaining school year days. She referred to it as the Dream Big Plan.
 - A. Burns made the motion to approve Angela Zakon as Board Chair to sign a lease termination with 1675 WMH LLC effective May 31, 2017 contingent on the landlord paying for offsite accommodations, and programming for students, transportation, removal of materials from current space and moving of materials to safe storage. M. Sleime seconded the motion. **VOTE:** Unanimous
 - A. Mahoney made the motion to approve field trips for students June 1-2, June 5-9, June 12-15, 2017. P. Farley seconded the motion. **VOTE:** Unanimous
 - P. Farley made the motion for overnight field trip for the 6th-8th grade students on June 5, 6, 7, 8, 2017. C. Campo seconded the motion. **VOTE:** Unanimous
- **293 East Main Project Manager Hired**
- **293 East Main Project: Architect Drawings**

- E. Ohlenbusch presented the architectural drawings to the board, prepared in regards to the new school site.
- A. Mahoney made the motion that the architectural drawings are a draft starting point and the expectation is that changes and modifications will happen. M. Sleime seconded the motion.
VOTE: Unanimous
- **Family Communication Survey Results**
 - There was 96% participation with the survey and over 90% of the surveys were positive towards the current level/type of communication from the school.
- **Parent PLP Survey**
 - Again about 90% of families completed the survey. In general it was positive feedback but it is apparent that parents are still needing more information regarding progression of student success. This is a project that is currently being worked on and will be turned over to the new HOS.
- **Dress Code Proposal**
 - A student wrote a letter to the board with concern regarding the school dress code.
 - P. Farley made the motion to approve a change in the dress code, that shorts must be at least mid-thigh and appropriate for an educational setting. The ultimate discretion will reside with the Head of School. C. Campo seconded the motion.
VOTE: Unanimous
- **501 (C)(3) Filing**
 - The paperwork has been filed and the school will receive this status shortly.
- **Montessori Administrator Certification**
 - E. Ohlenbusch explained the Montessori Administrator Certification Program to the board. A. Mahoney made the motion to approve budgeting up to \$2600 for the Montessori Administrator Program for the new Head of School with terms that would include: reimbursement from the employee if they do not complete the course, reimbursement from the employee if they terminate before 2 years of employment and the training must be completed with a time frame to be determined. P. Farley seconded the motion. **VOTE:** Unanimous in favor.
- **Tuition Plan (Sibling Discount)**
 - C. Campo made the motion to add to the Tuition Policy that any student currently residing in the state of NH that then moves out of state while enrolled at RFPCS, they will be offered a tuition rate of the current Per Pupil Rate paid by the state of NH. M. Sleime seconded the motion. **VOTE:** Unanimous
- **Smarter Balance Testing**
 - Testing is taking place now.
- **NECAP Testing**
 - This is testing that will take place for the 4th and 8th grade students this month.
- **Charter Renewal Process**
 - E. Ohlenbusch updated the board. This renewal site visit took place last week and it was a very positive experience for all involved. Students provided the renewal team with a school tour and presented the student experience at RFPCS. The Charter Renewal Team also had the opportunity to meet with our current head of school, board members, parents of students, staff and a student panel (made up of a student from each grade K-8). E. Ohlenbusch will keep the board updated as

she receives communication from the Charter Renewal Team. E. Ohlenbusch has agreed to continue leading this project until the final phase of the charter renewal is complete.

- **Frost Parent Group Update**

- There is no report for the Frost Parent Group.

Non-Public Session: No non-public session for this meeting.

Adjournment

A.Zakon adjourned the meeting at 8:27pm

Minutes respectfully submitted by Kelly J. Evans, Clerk