

**Robert Frost Public Charter School  
Board Meeting Minutes  
6pm | December 1, 2015  
Robert Frost Public Charter School | 1675 White Mountain Hwy |  
Conway, NH 03860**

**Board Members Present:** Cristina Campo, Ellen Ohlenbusch, Amy Mahoney, Angela Zakon, Susan Thomas- Head of School and Jennifer Karnopp via the phone.

**Excused Absence:** Melanie Sleime and Pat Farley

**Also in attendance:** Kelly J. Evans, Clerk

**Call to order:** E. Ohlenbusch called the meeting to order and welcomed the public at 6:16pm.

**Meeting Business** (E. Ohlenbusch)

**Acceptance of Minutes**

- Acceptance of minutes from October 2015 with the changes to include Angela Zakon as an excused absence and the addition of Cristina Campo to the role call for entrance to Non-Public Session. Jennifer Karnopp made the motion and C. Campo seconded the motion. **VOTE:** Unanimous
  
- Acceptance of minutes from November 2015 with the changes that include the change of "C. Karnopp" to "J. Karnopp and also changing "Chalmers" to "MCHO." A.Zakon made the motion and A. Mahoney seconded the motion. **VOTE:** Unanimous

**Agenda Review**

- Move to review the Finance Report to the January board meeting.
- Remove C. Mallette-Tonken from the agenda.
- Add Upper Elementary to the Agenda.

## **Administration**

- **Monthly Snapshot**

- S. Thomas reviewed the current enrollment numbers.
- The school experienced their first lockdown procedure and all went well.
- The school had a visit from The Rockets, basketball team.
- School photos have been taken.
- An Open House will take place this week for parents to come and visit their child's classroom.
- All classes are working on various projects.

## **Finance Report**

- Review of the finance report will take place at the January 2016 board meeting.

## **Program Item**

- **State Reporting:** Everything has been submitted and is up to date.
- **Health Inspection Report Status:** This has been completed and the school has passed.
- **Curriculum Committee:** J. Karnopp updated the board on the current status of the committee. It currently has five members, Haesol Bae, Ryan Timmons, Mary Dindorf, Susan Thomas and Jennifer Karnopp.
- **RSA 189:68 Hearing/Policy:** A public hearing will need to take place as per RSA 189:68. This will take place at the January 2016 board meeting.
- **Finance Committee:** This committee is currently being formed.
- **Personal Learning Plan Project:** The format of the Personal Learning Plan
- **Safe School Policy Update:** The review of the Safe School Policy is currently taking place.
- **Upper Elementary:** S. Thomas updated the board on the current structure of the Upper Elementary classroom.
- **Donation (PTA):** The PTA would like to make a donation to the school for the purchase of computers and software.  
A.Zakon made the motion to accept the donation of \$1200 towards computers and software. C. Campos seconded the motion. **VOTE:** Unanimous

**Public Comment:** None

**Non-public Session:** None

**Action Items:** None



**Next Agenda**

- Review of Smarter Balanced Dashboard
- Compare Life Safety Plan to execution.
- Budget worksheet
- Treasurer's report
- Public Hearing for RSA 189:68
- Draft policy for RSA 189:68
- Draft of the Safe School Policy
- Final enrollment package for returning students and new enrollments.

**Adjournment**

E. Ohlenbusch adjourned the meeting at 7:08pm