

**Robert Frost Public Charter School  
Board Meeting Minutes  
6:15pm | April 5 , 2016  
Robert Frost Public Charter School | 1675 White Mountain Hwy |  
Conway, NH 03860**

**Board Members Present:** Pat Farley, Cristina Campo, Ellen Ohlenbusch, Melanie Sleime, Amy Mahoney, and Jennifer Karnopp via the phone. Angela Zakon is excused.

**Call to order:** E. Ohlenbusch called the meeting to order and welcomed the public at 6:07pm.

**Meeting Business** (E. Ohlenbusch)

- **Acceptance of Minutes**
  - Meeting minutes for March 1, 2016 are approved with the edit of "made" instead of mad on the Finance Report section.
- **Agenda Review**

**Administration**

- **Monthly Snapshot**
  - E. Ohlenbusch updated the board on the current enrollment numbers and overall school status.

**Finance Report**

- **Treasurers Report**
  - A. Zakon has an excused absence due to tax season. P. Farley made a motion to move the financial report to May. C. Campo seconded the motion.

**Program Items**

- **State Reporting**
  - The board will do a check-in with the state to make sure that the school is up to date with existing and any new state reporting requirements.
- **Hiring & Head of School Search**
  - M. Sleime reported on the status of the Head of School search. Final candidate will visit this week. 12 candidates total, 3 of interest.
  - Also discussed teacher resumes to prepare for the 2016-17 school year.
- **Smarter Balanced: Resources and Schedule**
  - Students participating are moving forward with the testing. Able to move forward.

- Impacting the resources. Parents appreciate the ease of opting out.
- Tech ability has impacted.
- In compliance. On track.
- School district does not receive funding for participation.
- **2016/2017 Handbook Draft**
  - Review and comment by May 3<sup>rd</sup> meeting.
- **Planning Time**
  - E. Ohlenbusch updated the board on this topic. Leverage of funds has allowed the school to bring in administrative help to allow for planning time.
- **PLP Schedule**
  - E. Ohlenbusch advocated for a change. The school has 4 reporting periods for the year. The recommendation is to move past the April progress reports and move to reporting and assessing for the end of the year. Report cards would go out June 1<sup>st</sup>. Moving forward, the reports would go out the week before Thanksgiving vacation, 2<sup>nd</sup> week of March and the last week of school. Public recommendation that conferences are between report cards. P. Farley made a recommendation that this change be reviewed prior to Thanksgiving Break 2016 to evaluate the process. J. Karnopp made a motion to eliminate the April 15 progress report and move the PLP schedule to the one recommended by E. Ohlenbusch. A. Mahoney seconded the motion.
- **Staffing Update**
  - Laura Massouli is helping with teacher support and after-care professional.
  - Chrissie Garbacz is a floating teacher support.
  - Courtney Dimon is teaching in lower elementary with Ann Kruger.
  - Hillary Osgood has been a floating assistant/aid, enrichment provider and after-care professional.
- **Curriculum Committee**
  - J. Karnopp reported:
  - Learning coordinators have been working with the teacher team to review the curriculum maps on every student
    - Where are the students? What are the areas that need improvement?
    - Identifying the needs and what should be assessed.
    - Identifying resources that may be needed.
    - Some programs have been added to fill the gaps. If no program is available, lessons have been identified to bring the students up to the level needed.
  - The curriculum map was based on our new school. Now that the team has a year of implementation, the map should be reviewed to make sure it is meeting the needs of the school.
    - Challenge is to identify the true challenges v. the challenges from the changes this year.

- Just received a draft of the information for the curriculum map for next year. J. Karnopp is reviewing and will send to the board before the next board meeting. Mostly Montessori materials.
- **2016/17 School Calendar**
  - E. Ohlenbusch updated the board on this topic. R. Bushey will send out a draft copy. We will map closely with the SAU9 calendar for holidays only, but extend December vacation break. Will run the number of hours to make sure there is no conflict or need for those days
  - 8 half days for Professional Development are built into the calendar. We are reviewing options to include a Professional Day earlier in the school year.
  - 184 days built into the calendar. Considering hours v. days, we are ahead for the hours for students during the year.
  - May consider ending our day 15 minutes earlier due to sport events or other conflicts. Staff hours would remain the same providing even more planning and collaboration time with the team.
  - Will provide revised version at the next board meeting (May 3).
- **Frost Service Projects**
  - E. Ohlenbusch updated the board on the Frost Service Projects that were rolled out and are being piloted this spring. Several groups of 4<sup>th</sup>, - 7<sup>th</sup> graders are taking on FSP as a way to give back to their school community. These Frost Service Projects include:
    - School Store: Researched, sourced and are currently selling supplies that are appropriate for the school environment. Completely student lead.
    - Science Club: Researching and delivering age appropriate science projects to Kindergarten.
    - Dance Club: Developing age appropriate dance routines and methods to deliver to Kindergarten.
    - Montessori Math Club: With many advanced math students in the school, they are spending time in all grades delivering Montessori Math lessons.
  - All projects are student lead. They develop content, plans, schedule all classes and collaborate with project members and teachers for scheduling. These are a huge success.
  - Positive way for the students to give back to the school.
  - FSP's will have to be added to the over curriculum map.
- **Field Day Update**
  - A. Mahoney updated the board on this topic. Need to pick a day for the Purity Spring Resort. Need volunteers for the food – mobile oven for Flatbread. Looking at field day games/Olympics. Questionnaire for the kids. Last week of school. Dropped off at the resort or bused.
- **Career Day Update**

- M. Sleime reported on the committee.
- K. Gaudet, C. Burkett, J. Meier make up the committee.
- Date is April 28<sup>th</sup> with a start time of 9:15. Presentations for 15 minutes with students rounding through presentations. 6 students per group.
- Professional and non-professional presenters, parents and non-parents.
- **Enrollment 2016/17**
  - E. Ohlenbusch updated the board on this topic. Readiness event at the library. Lots of contact for kindergarten. Inviting them in to observe. Handful of first grade and second grade. Six students that range from 4<sup>th</sup>-8<sup>th</sup> grade.
- **2016/17 Lottery**
  - We were not required

### **Public Comment**

- Julie Boewe commented thanking Ellen Ohlenbusch and the board for the work they have done to move the school forward.

### **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
Jennifer Karnopp	AYE

The board entered into non-public session at 7:22PM

A. Mahoney moved to move out of non-public session at 7:55pm.

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

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

#### **Roll Call Vote:**

Cristina Campo	AYE
Pat Farley	AYE

Amy Mahoney	AYE
Ellen Ohlenbusch	AYE
Melanie Sleime	AYE
Jennifer Karnopp	AYE

### **Summary and Action Items**

#### **Adjournment**

E. Ohlenbusch adjourned the meeting at 7:52pm.

Respectfully submitted by Melanie Sleime, Board Member