

**Robert Frost Charter School
Board Meeting Minutes
6pm | April 1, 2014
Robert Frost Charter School | 1675 White Mountain Hwy | Conway, NH
03860**

Board Members Present: Ellen Ohlenbusch, Amy Mahoney, Cristina Campo, and Jennifer Karnopp, Head of School. **Via phone:** Kathy Vines

Excused Absence: Patricia Farley

Also in attendance: Kelly J. Evans, Clerk

Call to Order: E. Ohlenbusch called the meeting to order and welcomed the public at 6:06pm

Meeting Business

- **Minutes from the meeting on March 4, 2014:**
 - A. Mahoney made the motion to accept the minutes from March 4, 2014 with the two edits changing the date of the minutes approved and change of the copyright symbol from 501 c 3. C. Campo seconded the motion. **VOTE:** Unanimous

Head of School

- Update on the current enrollment for the 2014-2015 school year.
- Review of the Staff Professional Development days that occurred in March.
- The P.E. program has begun, facilitated by 121 Fit.
- Review of the current Spanish curriculum.
- Update on the potential partnership with Mountain Top Music
- Curriculum Coordinator is researching a literacy program that organizes books by ability level.
- Summer Festival to occur on June 9, 2014. Looking into other venue to present student projects.
- “Watch Me Shine” Day to be created where students can share a performance of choice.
- Parent open house to occur on April 17, 2014.
- Afterschool programs looking to start in the upcoming week.
- Review of current level of instructional hours in relation to the school calendar.
- Update on guidelines for having pets in the classroom.
- Collaborative meetings with SAU 9 have taken place.

Treasurer’s Report

- February report will be approved during the May meeting.

Program Item

- **Finance Committee**
- **Employee Committee**
 - The committee updated the board on the current hiring of a part-time Spanish teacher.
- **State Reporting Update**
 - RFCS is currently up to with everything per Jennifer Karnopp. Labels for upcoming NECAP Science testing have been submitted.
- **Curriculum Committee**
- **Policy**
 - Student grade advancement was researched further with the NH State Department of Education. A.Mahoney made the motion for the Head of School to move forward with the draft version of the Student Grade Advancement Policy in advance of the vote at the next meeting. C. Campo seconded the motion.
VOTE: Unanimous
 - *Staff Student Preference Policy:* A request had been made regarding the consideration of a policy that addresses the enrollment of staff's children to RFCS.
- **Student and Family Handbook**
 - A.Mahoney made the motion to have the draft version of the Student and Family Handbook with the update school calendar to be distributed to incoming new families with "draft" to be on every page. K. Vines seconded the motion.
VOTE: Unanimous
- **PTA**
 - The PTA had their first meeting in March and have an upcoming meeting on April 2, 2014.
- **RFCS Foundation**
 - The foundation is continuing to pursue grants to support school sustainability and current school needs. The foundation continues to recruit new community and philanthropic members.
- **2014/2015 RFCS School Calendar**
 - The 2014/2015 calendar was presented to the board. Approval at the May meeting.

Public Comment

Juliet Fleischer, Upper Elementary teacher at RFCS made public comment sharing persuasive writing work from students in her classroom.

Non-Public Session

Kelly J. Evans left the meeting at 6:56pm

Cristina Campo made the motion to enter non-public session according to RSA 91-A:3, II for the consideration of a personal matter and a contractual matter. Amy Mahoney seconds the motion.

Roll Call Vote:

Amy Mahoney - Aye

Ellen Ohlenbusch - Aye
Cristina Campo - Aye
Kathy Vines - Aye
Angela Zakon - Aye
Jennifer Karnopp – Aye

Cristina Campo moved to move out of non-public session at 7:08 PM. Kathy Vines seconded the motion.

Roll Call Vote:

Amy Mahoney	Aye
Ellen Ohlenbusch	Aye
Cristina Campo	Aye
Kathy Vines	Aye

Amy Mahoney 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. Kathy Vines seconded the motion. Vote: Unanimous.

Action Items

Draft a Staff Student Preference Policy for presentation at the next meeting.
Head of School to create budget for professional development days in the 2014/2015 school year.

Agenda Items

Jennifer Karnopp to present Spanish Curriculum Framework at the next meeting.
Vote on the 2014/2015 RFCS School Calendar

Adjournment: Meeting adjourned by E. Ohlenbusch at 7:16 pm.

Respectfully submitted by Kelly J. Evans, Clerk of the Meeting and Cristina Campo, Board Secretary