

**Robert Frost Public Charter School  
Board Meeting Minutes  
6:00pm | December 6, 2016  
Robert Frost Public Charter School | 1675 White Mountain Hwy |  
Conway, NH 03860**

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

**Excused Absence:** Pat Farley

Jennifer Karnopp left the meeting at 7:00PM.

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

**Call to order:** A. Zakon called the meeting to order at 6:14pm.

**Meeting Business** (E. Ohlenbusch)

- **Acceptance of Minutes**
  - M. Sleime made the motion to accept the minutes from November 7, 2016 with the change of removing "and welcomed the public" from the Call to Order. C. Campo seconded the motion. **VOTE:** Unanimous in favor
- **Agenda Review**

**Administration**

- **Monthly Snapshot**
  - E. Ohlenbusch updated the board on the current enrollment numbers.
  - The second session of Outdoor Learning has commenced. It is focused on wilderness safety.
  - Frost Forum focused on Diabetes Awareness in which a student of the school presented on her journey with her diagnosis of diabetes. The school was able to provide t-shirts to the student body to help support her efforts with diabetes awareness. The school partnered with The Miranda Leavitt Diabetes Center.
  - End of the first trimester with Project Based Learning which focused on health. The students presented their projects to the school community and all was successful.
  - RFPCS held their first Annual Turkey Trot. A. Burns updated the board on the success of this event which was sponsored by Memorial Hospital.
  - The school has continued to partner with the NH Arts Alliance which has brought several different artists in residence to the school.

- A group of students from the school took part in a Lego Robotics Challenge Tournament in which they won several awards and qualified for the State Championships.
- National Junior Honor Society charter has been accepted and will be moving forward with this.

### **Finance Report**

- A. Zakon presented the board with the current financial status.
- Everything has been turned in for the audit.
- A. Mahoney made the motion to accept the Treasurers' Report as of Oct. 31, 2016. A. Burns seconded the motion. **VOTE:** Unanimous in favor

### **Program Item**

- **Enrollment 2016/2017 Update**
  - E. Ohlenbusch reviewed the current enrollment numbers within Lower El, Upper El and Kindergarten with board.
- **Frost Parent Group Update**
  - A new president(s) have been elected, Anastasia Burns and Marni Madnick.
  - A fundraising event took place this past Saturday that included crafts for kids and a visit with Santa.
- **Title IIa Grant Funds**
  - E. Ohlenbusch presented to the board on these funds which are professional development funds. The school is in the process of trying to acquire these funds.
- **Facility Update**
  - E. Ohlenbusch presented to the board the proposal received from Bergeron Technical Services to provide a complete inspection of the present Journey Church.
  - A. Zakon presented to the board the options regarding loan options.
- **Committees**
  - **Facilities:** The board discussed the need to identify a point person to drive the project of the new property.
  - **Governance:** This committee is currently working on recruiting more board members. A. Mahoney will be heading up this committee.
- **DOE25**
  - This is the financial report for the state of NH. This report is complete.
  - A. Mahoney made the motion to accept and submit the DOE25 report. M. Sleime seconded it. **VOTE:** Unanimous in favor
- **State Fire Marshall**
- **Student Transcripts**
  - E. Ohlenbusch presented to the board the concept of creating a student transcript that would better translate when a student moves on to another school and help that student be successful as possible.

- J. Karnopp made the motion to move forward with transcripts for student that will be transferring to another school that are similar to what has been presented tonight including the key. C. Campo seconded the motion. **VOTE:** Unanimous in favor.
- **Student PLP's**
  - E. Ohlenbusch presented to the board a format of the PLP that could translate better for parents to understand.
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- **Enrollment 2017/2018**
  - Enrollment forms for next year's new students will be available before the end of the month.

**Public Comment**

- No public comment.

**Non-Public Session: Employee & Contractual Matter**

M. Sleime 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 in favor

**Roll Call Vote:**

Ellen Ohlenbusch	AYE
Angela Zakon	AYE
Cristina Campo	AYE
Anastasia Burns	AYE
Amy Mahoney	AYE
Melanie Sleime	AYE

The board entered into non-public session at 8:06 PM.

- A. Burns moved to move out of non-public session at 8:15 PM. M. Sleime seconded the motion. **VOTE:** Unanimous in favor

**Roll Call Vote:**

Ellen Ohlenbusch	AYE
Angela Zakon	AYE
Cristina Campo	AYE
Anastasia Burns	AYE

Amy Mahoney            AYE  
Melanie Sleime        AYE

C. Campo 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. Burns seconded the motion. **VOTE:** Unanimous in favor

**Adjournment**

A.Zakon adjourned the meeting at 8:20pm