

Robert Frost Public Charter School
Minutes for February 15, 2018 – 6:00PM
Robert Frost Public Charter School * 110 Main Street * Conway, NH

1: Call to Order, Role Call & Welcome Public (2Min)

Call to Order by A. Zakon at 6:05pm

Present: Angela Zakon, Ellen Ohlenbusch (phone), Cristina Campo, Nicki Sclama, David Howes (Late Arrival 6:11p), Janine McLauchlan (Head of School)

Excused absence: Pat Farley, Melanie Sleime, Staci Blair, and Amy Mahoney

2: Meeting Business

- Acceptance of minutes from January 2018 meeting (2Min)
 - No changes, approved as submitted
- Agenda review (5 min if necessary) - Additions to the agenda:
 - Approval of hiring Classroom Aide (resume circulated prior to meeting)
 - Approval of hiring of Substitute teacher (resume circulated prior to meeting)

3: Administration (15 Min) - Monthly Snapshot

Report made by J. McLauchlan

*Asbestos Report (no asbestos found in state required testing), to be posted on the website. Custodial required training and designated person required to attend training.

*Beg 2nd Trimester School Project – How do the change in seasons between winter and spring impact your health and wellness. Reverse Career Fair format for event.

*Enrollment at currently at 42 students, Feb 1st count of enrollment for DOE is completed

*Referral for Special Services – some approved and have gone through, others have not
J. McLauchlan confirmed the process is currently working for families. Those not qualified for special services have been given other recommended resources.

4: Finance Report (15 Min)

- Treasurers Report – A. Zakon presented highlights. D. Howes commented that he liked the explanations next to variances.
 - Bank accounts reconciled through end of December when report prepared and end of January at this point
 - A. Zakon had bookkeeping track detail on utilities compared to budget to capture new facility expenses for better monitoring.
- Motion to accept the treasurer's report from C. Campo with a second from N. Sclama. All approved
- Review and approval of DOE 25 (FY 2016-17) – A. Zakon prepared the DOE 25 and it was reviewed by the auditors when they did the audit. A. Zakon reviewed the highlights with the board.
 - Motion to approve the DOE 25 from N. Sclama with a second from D Howes. All approved

5: Program Item (60 min)

- Enrollment 2017/2018 – covered in Monthly Snapshot
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- Enrollment 2018/19 – update

- J. McLauchlan gave an update of the status of enrollment for next year
- 36 of total 42 current students with completed reenrollment paperwork, an additional 3 students have verbally said they are reenrolling for next year.
- New enrollments for next year, including kindergarten are coming in.
- March 2nd paperwork due for new enrollments with a March 7th Lottery scheduled if needed.
- State Reporting update
 - School is on track with no major gaps at this time per J. McLauchlan & A. Zakon.
- New Facility Committee – update
 - No new news from N. Sclama, awaiting direction and update from board
 - A. Zakon, discussed status of planning related to possibly staying in current facility but expanding to the lower level. J. McLauchlan to meet with fire chief with a draft layout of space and Bergeron working on variance needed for back hallway.
- PTA/Frost Parent group update
 - Tracy Strout PTA president gave the following update
 - upcoming dates:
 - Maple Syrup Fundraiser **Due 3/2**
 - 3/17/18 Booth at 7 Eleven for St. Patrick’s Day
 - 4/10/18 Flatbread Fundraiser (Tuesday)
 - Scholastic Book Monthly Order
 - Next Box Tops 3/1/18
 - Up Next: Community Building Potluck at Brown Church - Date TBD
 - Request from Tracy for further direction from Board to PTA about needs of the school. A. Zakon mentioned transportation (PTA has raised this money already) special project requests from teachers and sound improvement for the current space.
 - J. McLauchlan to poll teachers for ideas about classroom investments they would like from the PTA.
 - Next PTA Meeting: 8:45p at Fire Station 2/16 (tomorrow)
- Board recruitment – reminder A. Zakon reminded board and members of the public present that we are continuing to look for new board member.
- 3rd & 4th grade classroom changes
 - J. McLauchlan gave the following update:
 - moved most fourth graders into Mr. Nelsons class, transition going well
 - J. McLauchlan and R. Bushey with additional help from L. King are coving the remainder of the class while the school continues to look for a new teacher.
 - C. Burkett is helping with lessons so that students continue to make progress during this transition.
- Hiring Recommendations: J. McLauchlan updated the board on the activities related to hiring and recruiting. A full time teacher has not been identified at this time but J. McLauchlan presented candidates for approval of the board as a Classroom Aide and a Substitute Teacher.
- Motion to approve Jillian Tomlinson as floating Classroom Aide, C. Campo moved to approve, D. Howes seconded the motion, all approved.
- Motion to approve Ava Honan Substitute, N. Sclama moved to approve, E. Ohlenbusch seconded the motion, all approved.
- 7th & 8th grade review
 - J. McLauchlan has sat down with Mr. Nelson to review status. There is a junior high curriculum that is in place, not implemented fully based on the makeup of the class. Mr. Nelson utilizing the pieces that work with the small size of the class and designing additional program as needed to meet the needs of students. He has recommendations, ideas and is willing to discuss and explain his commitment improving/refining the program design to better meet the needs of this group. J. McLauchlan and Mr. Nelson to collate changes and recommendations for presentation to the board.
- Upcoming Events:
 - Frost Forum, Monday when we return from vacation
 - 2nd Annual Read-A-Thon on 3/2

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- 6: Public Comment (10Min) Members of the public present: Colby Mahoney, Beth Canter, Tracy Strout, Chris Boewe

Public comment was less formal than typical, highlights are summarized below.

Chris Boewe expressed concerns about teacher leaving mid-year. He was disappointed a teacher would leave a class at this time of year.

Tracy Strout expressed desire to help with building community and keeping teachers in place.

Beth Cantor expressed concern about not attracting and retaining Montessori teacher considering there are two Montessori schools in the town. She also suggested the board communicate about location for next year. She would like to see more specific Montessori delivery and professional development for teachers.

A. Zakon, reminded the group that if there are classroom or student concerns, please communicate with J. McLauchlan, Head of School, or classroom teacher as appropriate. Board will be communicating as information is finalized about space for next year.

A. Zakon recommended an agenda item for a future meeting regarding staff development, one piece of which is Montessori training.

N. Sclama asked if there was further comment and public comment was deemed complete.

J. McLauchlan suggested that she would send an email to go out families with what we currently know about space for next year and staffing along with reminder about needing volunteers including new board members.

E. Ohlenbusch recommend that weekly emails go out to families in the same format and repeat information if there is no change so parents have regular reminders.

E. Ohlenbusch reminded the group that the per the School's Charter 100% of staff does not need to have Montessori credentials. The School's approach is a blended approach and not 100% Montessori.

7: Non-public session: Employee & Contractual Matter

C. Campo Made a motion to move into non-public session according to RSA 91-A:3,II. N. Sclama seconded. VOTE: Unanimous

Roll Call:

Cristina Campo

Nicki Sclama

David Howes

Ellen Ohlenbusch (phone)

Angela Zakon

Guest: Janine McLauchlan

N. Sclama made a motion to move out of non-public session according to RSA 91-A:3,II. D. Howes seconded. VOTE: Unanimous

Roll Call:

Cristina Campo

Nicki Sclama

David Howes

Angela Zakon

Ellen Ohlenbusch (phone)

Guest: Janine McLauchlan

C. Campo made a motion to seal the minutes from of non-public session according to RSA 91-A:3,II as releasing information would render a proposed board action ineffective. E. Ohlenbusch seconded. VOTE: Unanimous

Roll Call:

Cristina Campo

Nicki Sclama

David Howes

Angela Zakon

Ellen Ohlenbusch (phone)

Guest: Janine McLauchlan

8: Summary and Action Items

9. Next Agenda (5 min) 3/7/2018

10. Adjournment at 8:15pm by A. Zakon

*The public comment section of our agenda is an opportunity for community members to comment on the work of the board. Members of the board are interested in hearing views from individuals, but will be unable to respond to comments immediately in this forum. They will, however, receive serious consideration, and may warrant discussion at a later date. Please limit your comments to 2 minutes to allow time for others to speak. For lengthier comments, please feel free to submit a letter to the board or email the board at trustees@robertfrostcharterschool.org.

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Driving us towards the path of excellence
Data Driven Decision Making*