

**Robert Frost Public Charter School  
Board Meeting Minutes  
6:00pm | March 1, 2016  
Robert Frost Public Charter School | 1675 White Mountain Hwy |  
Conway, NH 03860**

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

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

**Absence:** J. Karnopp left the meeting at 7:04pm

**Call to order:** E. Ohlenbusch called the meeting to order and welcomed the public at 6:10pm.

**Meeting Business** (E. Ohlenbusch)

- **Acceptance of Minutes**  
Minutes from Feb. 16, 2016 approved as submitted.
- **Agenda Review**
  - The Student Proposal-Lockers will be moved as the third item on the agenda.
  - Add the topic regarding the Goodwill agreement to the agenda under Program Items.
  - Add the topic regarding Student Letter regarding a potential dance program for Kindergarten under Program Items.

**Administration (E. Ohlenbusch)**

- **Monthly Snapshot**
  - The staff has been meeting on a regular basis as an entire staff to review and assess current student progress. Through the process a personal learning plan was created for students whether it was identifying key goals or identifying learning strategies. The Learning Coordinators are supporting these efforts by providing follow-up for the teaching staff.
  - PLPs were distributed for the second quarter. Noted that this round of PLPs took less time (about 50% reduction) for teachers to complete.
  - Currently the school is actively recruiting a lead teacher for one of the Lower Elementary classes.
  - E. Ohlenbusch updated the board on the current student enrollment.
  - Parent volunteers have been present in the school each morning. The afternoon still has openings for volunteers.

- J. Karnopp thanked E. Ohlenbusch for her dedication and hard work during this transition time.

### **Finance Report (A. Zakon)**

- A. Zakon updated the board on the Treasurer's Report.
- C. Campo made the motion to accept the Treasurer's Report as submitted. M. Sleime seconded the motion. **VOTE:** Unanimous

### **Program Items**

- **State Reporting (E. Ohlenbusch)**
  - Everything is current for state reporting.
- **Hiring & Head of School Search (M. Sleime)**
  - The committee is actively meeting, working towards the hiring of a new Head of School.
- **Curriculum Committee (J. Karnopp)**
  - Focused on assessing where the school is at as far as the current curriculum being implemented.
  - Focus has been primarily on the current Curriculum Map and the resources that are available at the school.
- **ESOL Compliance Plan (E. Ohlenbusch)**
  - A. Mahoney made the motion to submit the ESOL Compliance Plan to the state. P. Farley seconded the motion. **VOTE:** Unanimous
- **Career Day (E. Ohlenbusch)**
  - E. Ohlenbusch updated the board on the current plan for a career day and asked for a board member volunteer. M. Sleime volunteered to take on this role.
- **2016/2017 Lottery (E. Ohlenbusch)**
  - E. Ohlenbusch updated the board on the current status of re-enrollment for next year. Re-enrollment forms continue to be submitted. Noted that knowing whether a student is returning or not is helpful for the school staff to be able to help transition each student.
  - New applications continue to come in with the 2016/2017 lottery taking place in April.
- **Student Proposal-Lockers**

Taylor Barbour, Erin Ohlenbusch, Elizabeth Blair are students at the school. They presented a petition that includes signatures from 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students. The group presented their proposal for the potential of lockers being installed within the school. The presentation included reasoning for why they felt lockers would be beneficial. They also collected opinions from school staff.

The board thanked the group for their presentation. M. Sleime made the motion to pursue further research on the feasibility of obtaining lockers for the school. C. Campo seconded the motion. **VOTE:** Unanimous

- **Goodwill Agreement/ Partnership (E. Ohlenbusch)**
  - E. Ohlenbusch updated the board on the matter that the school’s partnership with Goodwill.
  - A. Mahoney made the motion to accept the Goodwill Partnership for the school. J. Karnopp seconded the motion. **VOTE:** Unanimous
- **Student Letter (E. Ohlenbusch)**
  - A group of students have submitted a letter to the board notifying them that they have created a dance program for the Kindergarten classroom. They will implement this and then update the board at the next board meeting.
- **Chamber After-Hours Event**
  - E. Ohlenbusch updated the board on the recent attendance of a Chamber After-Hours. It was a great opportunity to reach out to the community about the school.

**Public Comment**

Suki Norris spoke to the board and asked if there is a plan to increase the incoming fourth grade class.

The board responded to Mrs. Norris’ comment and communicated that currently there are some classroom structural changes that are taking place amongst the Upper Elementary grades to help build community amongst all of the grade levels.

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

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. 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
Angela Zakon	AYE

The board entered into non-public session at 7:20PM

P. Farley moved to move out of non-public session at 7:35pm.

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. Zakon seconded the motion. **VOTE:** Unanimous

**Roll Call Vote:**

Cristina Campo	AYE
Pat Farley	AYE
Amy Mahoney	AYE
Ellen Ohlenbusch	AYE
Melanie Sleime	AYE
Angela Zakon	AYE

**Adjournment**

E. Ohlenbusch adjourned the meeting at 7:36pm.

Respectfully submitted by Kelly J. Evans, Clerk