

**Robert Frost Public Charter School  
Board Meeting Minutes  
6pm| November 3, 2015  
Robert Frost Public Charter School | 1675 White Mountain Hwy |  
Conway, NH 03860**

**Board Members Present:** Ellen Ohlenbusch, Susan Thomas-Head of School, via phone Jennifer Karnopp, Angela Zakon, Pat Farley, Cristina Campo, Amy Mahoney (arrived at 6:54), Melanie Sleime

**Absent:** Kelly J. Evans, Clerk

**Call to order:** E. Ohlenbusch called the meeting to order and welcomed the public at 6:08pm

**Meeting Business:** (E. Ohlenbusch)

- Acceptance of minutes from October 2015 (pushed to December meeting)
- Agenda Review

### **Administration**

#### **Monthly Snapshot – S. Thomas, Head of School**

- Enrollment, 81 students
- Lost 4 students, 2 for social, 2 for distance due to staff member leaving
- Special Services - 6 special Ed, 2 referrals, 4 in speech and language
- Guest Speakers
  - Paddington, Book Foundation
  - Starting Point, subject of bullying
  - Fire Department for Lower L
  - Veteran scheduled, seeking another vet
- K Kids
- Grades
  - Close November 6
  - PLP due from staff for S. Thomas to review by November 13, to be mailed on the 18th
- Teacher Reviews in process and due November 20 using the same rubric and approved process from last year.
- Spirit Week
- Frost Forum with Jeopardy Game very successful
- Emergency fire alarm November 3

- Annual Picture Fundraiser to support ESSC bus costs. Pictures will be done soon. Increasing the amount of the fundraiser from last year to help support the increase in costs for busing.

## **Finance:**

**Audit:** delayed due to auditor's maternity leave; first week of October. State was notified.

Financial Statements

Audit adjustments

Fixed Assets - adjust the beginning

Differential aid adjustment to prior year.

DOE 25 - Board to review and sign.

The auditors reviewed and made a few changes.

Auditors did give the best rating report. We requested a comparison.

First quarter received the adequacy payment.

**\*\*Audit Report:** P. Farley made the motion to approve the audit report. C. Campo seconded the motion. VOTE: Unanimous.

**\*\*Audit Firm Melanson Heath;** J. Karnopp made the motion to approve using the audit firm of Melanson Heath for the next 3 school years (15/16, 16/17, 17/18). M. Sleime seconded the motion. VOTE: Unanimous.

**\*\*DOE 25;** P. Farley made the motion to approve the DOE 25. C. Karnopp seconded the motion. VOTE: Unanimous.

**\*\*August Treasurer's Report:** P. Farley made the motion to approve the Treasurer's Report for August 2015. M. Sleime seconded the motion. VOTE: Unanimous.

**\*\*September Treasurer's Report adjustment:** Adding \$14,095 to beginning year-end balance; moving \$14,095 from revenue to the prior year. C. Campo made the motion for the adjustment. P. Farley seconded the motion. VOTE: Unanimous.

**\*\*2015-16 Budget:** M. Sleime made the motion to accept the 2015-16 Budget. C. Campo seconded the motion. VOTE: Unanimous.

## **Program Items:**

**State Reporting:** S. Thomas and staff have completed all required reporting and turned it in on October 30th.

**Health Inspection Report Status:** S. Thomas met with Health Inspector on November 3rd. We are approved. S. Thomas will complete the form and send it to Health Inspector on November 4th. Passing score. The school needs to post a no-smoking sign outside the building.

**Health Care Option:** A. Zakon presented options. 3 options. Anthem, Harvard and Chalmers. The recommendation is that we go with one of the MCHO. The recommendation is the MCHO PPO Premier. Better coverage.

Amy Mahoney (arrived 6:54)

**\*\*Employee Health Insurance Option:** Voting to approve MCHO PPO Premier as the insurance option for employees with the school contributing \$100 per month per employee toward the premium, providing the school meet the 70% participation. J. Karnopp made the motion. A. Mahoney seconded the motion. VOTE: Unanimous

**Curriculum Committee (Goals and Membership):** J. Karnopp Gentleman with a math assessment focus (he has participated in project-based learning) is interested in the project and willing to assist. Another candidate with a focus in instructional systems. An experience educator and experienced in training teachers. Distance learning education and project-based learning. Both individuals are interested in the project. Jen will submit their names for review.

**RSA 189:68 Technical Advisory:** Regarding Videoing of students in the school. We must create a policy. Need release from parents. Need a policy drafted. Notify staff of the Technical Advisory. Research compliance.

**Finance Committee:** E. Ohlenbusch recommending the establishment of a finance committee to be chaired by A. Zakon. K. Koffenberger, Controller, from Memorial Hospital was suggested. M. Sleime will forward his contact information and ask him about participation.

**Spiral Program:** S. Thomas reporting. Intriguing program that may help with STEM. UNH trains the employees on how to use the program within the local community. Project-based. For example, the water treatment plant. In January she is coming to teach S. Thomas and the school staff about the local opportunities.

**Personal Learning Plan Project:** J. Karnopp's PLP Project for last year. S. Thomas suggested that the Curriculum Committee meet together to review the PLP's to review and advance. One of the goals is consistency. The requirement is to record where students started (when they arrive at RFPCS or where they ended the previous year), student goals and student achievement and performance. This will be important for student transitions, staffing changes and accreditation process in 18 months. The template is good, will need to include the information for student start, goals and progress. For example, what is the performance for year 2 v. year 1?

**Safe School Policy Review & Development:** Bullying document was forwarded for review. What is the guideline and what is the punishment for these situations? Do we need to report when an incident happens or at the end of year?

Review for bullying, discrimination, and harassment. Could support suspension, in-school suspension, and expulsion. Should be consistent with the philosophy of the school. E. Ohlenbusch, M. Sleime to build, P. Farley or C. Campo will review.

**\*\*Z. Egea:** Language teacher resigned due to work hours and family needs. Submitted letter. P. Farley made the motion to accept the resignation. A. Mahoney seconded the motion. VOTE: Unanimous.

**Public Comment: None**

**Non-Public Session**

**Angela Zakon made the motion to enter non-public session according to RSA 01-A:3, II for the consideration of a personal and contractual matter.  
A. Mahoney**

**Vote: Unanimous**

**Roll Call Vote:**

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

**The board entered into non-public session at 7:40pm.**

**A. Mahoney moved to move out of non-public session at 8:06pm. C. Campo seconded the motion. VOTE: Unanimous.**

**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. P. Farley seconds the motion. VOTE: Unanimous**

**Roll Call Vote:**

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

**Summary and Action Items:**

- \* Curriculum Committee
- \* Employee Health Coverage
- \* Safety Policy
- \* Finance Committee members
- \* Policy on student privacy (videos, photos, release)

**Next Agenda**

**Adjournment**

The meeting was adjourned at 8:10pm.