

## Robert Frost Public Charter School

### Minutes from December 13<sup>th</sup> – 6:00PM

Robert Frost Public Charter School \* 110 Main Street \* Conway, NH

Board Members Present: Angela Zakon, Anastasia Burns, Pat Farley, Ellen Ohlenbusch, Amy Mahoney, Melanie Sleime, Nicki Sclama, Janine McLaughlan

Excused Absence: Cristina Campo

Anastasia Burns left meeting at 7:01

Meeting Called to order: 6:05

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

2: Meeting Business

- Acceptance of minutes November 2017 meeting (2Min)
  - Motion to approve the minutes from November 2017 Pat Farley, seconded by Anastasia Burns and (N. Sclama, M. Sleime abstained) approved
- Agenda review (5 min if necessary)
  - Addition of Review and Approval of the Audited Financials
  - Addition of Board Development /Roles

3: Administration (10 Min) Monthly Snapshot by Head of School

- Enrollment 43 Students
- Enrollment paperwork: Dates for Enrollment timeline and Lottery approved at November's Board Meeting. The master document will be updated and distributed to parents and made available to community members interested in enrolling students.
- Special Services: 2 students receiving, 2 referrals and 1 with initial request submitted
- Fire Inspection on December 1<sup>st</sup> and the minor items were addressed.
- The State of New Hampshire site visit for asbestos occurred. Visit went well and we are working through a list of items.
- Snow day was called this week.
- PLP's are in process and will go out this Friday.
- ESSC volunteers are still required for K students specifically.
- ESSC Nordic Skier. Conway EI reached out to invite RFPCS Nordic skiers to join in.
- Health and Wellness will be the focus of this Trimesters whole school project.
- We need staff to support scheduling and availability of current staff (sick /personal leave). E. Ohlenbusch noted that a part-time aide was approved at the November board meeting (up to 30 hours per week). A. Zakon confirmed.
- IT Requirements: The school is transitioning IT vendors and received a quotation for work that needs to be done to complete the transition from the old facility to the current facility. Along with the day to day technical hiccups that occur (i.e. printers, file access, etc.).
- There is an idea of implementing a recycle program. Janine's team will research program options.
- Begun the process of reaching out to Insurance vendors to determine options that are available.

4: Finance Report (15 Min)

- Finance Report: AZ Presented the latest treasurers report and walked the board through changes and adjustments that occurred throughout the month.
- Amy Mahoney made a motion to approve the treasurers report dated October 31<sup>st</sup>. Melanie Sleime seconded the motion. Vote: Unanimous
- Audited Financials: 2016/2017 Highest standards

- Tax Exempt status remains in process.
- Pat Farley made a motion to approve the Draft Financial Statements for the year ending 6/30/2017. Nicki Sclama seconded the motion. Vote: Unanimous

5: Program Item (60 min)

- Enrollment 2017/2018 – Board was updated during the Administration Highlights
- Facility Committee – Scheduled meeting for 12/13/2017 7:30PM at RFPCS.
- Board Member Nomination: David Howes
- Ellen Ohlenbusch made a motion to nominate David Howes to the school board for a 3-year term. Amy Mahoney seconded. Vote: Unanimous
- Tracy Strout is the current President of the PTA and presented:
  - Turkey Trot \$300.00 profit
  - Silver Graphics is moving forward
  - Spring Fundraiser: Maple Syrup to tie to curriculum project
  - Cookie walk
  - Brown Church collaboration
  - Pot Luck Dinner
  - Arts / Crafts
  - Cake walk at Watch Me Shine
- State Reporting: Fire Inspection Report, Asbestos visit and report are being completed.

6: Public Comment (10Min) - None

7: Non-public session: Employee & Contractual Matter

P. Farley made a motion to move into non-public according to RSA 91- A:3, II. M. Sleime seconded. **VOTE:** Unanimous

Roll Call

M. Sleime

A. Mahoney

A. Zakon

E. Ohlenbusch

P. Farley

N. Sclama

Guest: J. McLauchlan

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

Roll Call

P. Farley

A. Mahoney

E. Ohlenbusch

A. Zakon

M. Sleime

P. Farley 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. M. Sleime seconded the motion. **VOTE:** Unanimous

Roll Call

P. Farley

A. Mahoney

E. Ohlenbusch

A. Zakon

M. Sleime

N. Sclama

8: Summary and Action Items

9. Next Agenda (5 min)

Nepotism policy

10. Adjournment – meeting adjourned at 7:50 pm.

\*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](mailto:trustees@robertfrostcharterschool.org).

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Driving us towards the path of excellence  
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