

**Robert Frost Public Charter School
Board Meeting Minutes
6:00pm | May 3, 2016
Robert Frost Public Charter School | 1675 White Mountain Hwy |
Conway, NH 03860**

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

Also in attendance: Kelly J. Evans, Clerk

Call to order: E. Ohlenbusch called the meeting to order and welcomed the public at 6:12pm.

Meeting Business (E. Ohlenbusch)

- **Acceptance of minutes**
Minutes from the meeting on April 5, 2016 are accepted as submitted.
- **Agenda Review**
The topic of 2016/2017 Lottery is to be removed from the agenda for this meeting.
Revise topic entitled 2016/2017 Calendar *Revised to now state 2016/2017 Calendar/Hours *Revised

Administration

- E. Ohlenbusch provided an update to the board on the current happenings within the school.
- Staff continues to meet weekly and continually review curriculum.
- Students are happy and engaged in their work.
- There have been new opportunities for the older students to work with younger students.

Finance Report

- A. Zakon updated the board on the current Treasurer's Report.
- J. Karnopp made the motion to accept the February and March 2016 Treasurer's Report as submitted. C. Campo seconded the motion. **VOTE:** Unanimous

Program Item

- **State Reporting**
 - Everything is current for reporting to the state.
- **Hiring & Head of School Search**
 - The committee updated the board on the current status of the search and hiring process. Things are moving forward and the committee has identified candidates for the position.
- **Smarter Balanced Testing**

- 3rd and 4th grade students have finished their window of testing.
- Currently the 5th and 6th grade students are finishing up their segments of the testing.
- 7th grade students will begin testing next week.
- **D&O Insurance**
 - E. Ohlenbusch updated the board on the renewal for this year's D&O Insurance coverage. A. Zakon made motion to accept the renewal of D & O Insurance policy through Hanover per the recommendation of Steve Cote of. P. Farley seconded the motion.
VOTE: Unanimous
- **2016/2017 Handbook Draft**
 - This topic has been moved to the next board meeting.
- **Curriculum Committee**
 - J. Karnopp updated the board on the current review of the curriculum areas. The committee has reviewed the curriculum map and is working in conjunction with the Learning Coordinator. The committee is also addressing feedback from the teaching staff as to their needs for implementing any pieces of the Curriculum Map over the course of the year.
 - The plan moving forward will be to have a review of the Curriculum Map at the end of the school year, taking in feedback from the teaching staff.
- **2016/2017 Calendar/Hours *Revised**
 - P. Farley made the motion to set the first day of school for the 2016/2017 school year will be Sept. 16, 2016. C. Campo seconded the motion.
VOTE: Unanimous
 - P. Farley made the motion to end the school day at 3:15pm. M. Sleime seconded the motion. **VOTE:** Unanimous.
 - This topic will be added to the agenda for the next meeting.
- **Field Day (Student/Family) June 16th**
 - The location of this event will be at Purity Spring Resort. More details to come.
- **Field Trips: Upper El, Lower El, Kindergarten**
 - Lower El and Kindergarten will be traveling to Squam Lake Science Center.
 - Upper El and Junior High will be traveling to UNH Seatek Program.
- **Career Day**
 - A committee has been working on putting together this event. More details to come.
- **Enrollment 2016/2017 Update**
 - E. Ohlenbusch updated the board on the current status of enrollment of current students and new students enrolling for the 2016/2017 school year.
- **Public Hearing**
 - This will take place at the next board meeting.

Public Comment

No public comment.

Non-Public Session: Employee & Contractual Matter

A. Mahoney made the motion to enter non-public session according to RSA 91-A: 3, II for the consideration of a personal and contractual matter. P. Farley 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 7:30PM

C.Campo moved to move out of non-public session at 8:17pm. A.Zakon seconded the motion. **VOTE:** Unanimous

A. Mahoney 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 8:19pm.

Respectfully submitted by Kelly J. Evans, Clerk