

**Robert Frost Public Charter School  
Board Meeting Minutes  
6pm | March 2018  
Robert Frost Public Charter School  
Conway, NH 03860**

**Board Members Present:** Amy Mahoney, Cristina Campo, Ellen Ohlenbusch, Head of School Janine McLaughlan, via phone Nicki Sclama and Angela Zakon. David Howes (arrived at 6:37PM)

**Excused Absence:** Pat Farley, Anastasia Burns

**Call to order:** A. Mahoney (acting Chair for meeting) called the meeting to order and welcomed the public at 6:10pm

**Meeting Business (A. Mahoney)**

- **Acceptance of minutes from February 2018**  
Review and Approval moved to the April 2018 meeting
- **Agenda Review:** Addition to the Program Items will be a discussion of the extension of the paperwork deadline for currently enrolled students.

**Head of School (Janine McLaughlan)**

- January has been a quiet month.
- Whole School Project initiative is on Health & Wellness.
- Enrollment: An update was provided on current status of enrollment for both returning students and new incoming students.
- PLP are in process and will be sent home on
- Currently working on the details of the State testing and the requirements to complete.
- Continuing to recruit for open staff positions.
- Maple Syrup Fund Raiser underway.
- Annual Watch Me Shine is in the works.
- Asbestos: Ann Keech has determined that we are 100% in compliance.

**Treasurers Report**

- **Treasurers Report:** A detailed overview of the school finances were presented and questions answered.
  - Budget impacted by weather. Line item for snow removal and propane are slightly over budget.
  - Motion to approve/accept the Treasurers Report from Amy Mahoney with a second from Cristina Campo. VOTE: Unanimous

- 990 Report
  - 990 Report distributed for review. Motion to move discussion and acceptance of the 990 to the April 2018 meeting from Cristina Campo seconded by Amy Mahoney. VOTE: Unanimous
- Reap Grant: Application process is upcoming and will need to be submitted. Work on this will begin in late April.

## **Program Items**

- Enrollment 2017/2018: Updated provided by Head of School. A change of enrollment of 2 students. Currently the school has 40 1<sup>st</sup>-8<sup>th</sup> and 9 K students.
- Enrollment 2018/2019: Update provided by Head of School. Commitments for 41 1<sup>st</sup>-8<sup>th</sup> and 6 K students. Open enrollment continues. A discussion on expanding the efforts to recruiting in the greater community.
- State Reporting: Update provide by Head of School. RFPCS is up to date with all state reporting.
- Hiring/Recruitment Update: Update on the candidates for the aide position and the teaching position. Discussion on expanding the advertising for positions on known Montessori Job sites.
- PTA/Frost Parent Group Update: Tracy Strout presented an update of the current activities and fundraisers that the group was working on.
- Board Recruitment: Introduction of Tracy Strout as a candidate for the School Board of Trustees. Motion to nominate Tracy Strout to the RFPCS School Board of Trustees as of April 2018 made by David Howes and seconded by Amy Mahoney. Unanimous
- School Calendar 2018/2019 (draft): Presented by Head of School. As presented the calendar meets all State Requirements for Academic hours for K, 1-6 and Junior High. Motion to approve Draft 2018/2019 School Calendar for submission to the State of New Hampshire Department of Education – Charter School Office – which providing State approval it will become our final approved calendar for the 2018/2019 School Year.
- Classroom Configuration for Years 1,2 and 3. Presented by Head of School. Discussion on the configuration where the (1, 2, 3 grade students would be combined in a traditional Montessori grouping. Student count not to exceed 24 which is determined by Montessori Standards to be a supported number of students and configuration. Motion to approve classroom configuration as presented made by Nicki Sclama and seconded by Cristina Campo. VOTE: Unanimous

## **Public Comment**

Carrie Burkett (employee) asked a question on how recruiting was being handled for the opened position. She was asking about a detailed timeline of the process. The

HOS and Board provided comments and then directed the employee to speak with the HOS who is responsible for recruiting and also the employee's direct supervisor.

Comments were made regarding a potential candidate where the public began to provide opinions on the individual. The Public was cautioned that the board could not speak openly about a potential candidate, current candidate or current employee.

The public was reminded that while the Board of Trustees will on occasion and tries to respond to questions of the public when possible that the Public Comment section of the School Board of Trustee 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. Comments are limited to 2 minutes to allow time for others to speak. For lengthier comments, a letter can be submitted to the board via email.

### **Non-Public Session**

David Howes made the motion to enter non-public session according to RSA 91-A: 3, II for the consideration of a personal and contractual matter. Cristina Campo seconds the motion.

**VOTE:** Unanimous.

### **Roll Call Vote:**

Cristina Campo	-AYE
David Howes	-AYE
Amy Mahoney	- AYE
Ellen Ohlenbusch	- AYE
Nicki Sclama	- AYE
Angela Zakon	- AYE
Janine McLauchlan	(ex-officio)

The board entered into non-public session at 7:45 PM

Amy Mahoney moved to move out of non-public session at 8:02

Nicki Sclama seconded the motion. **VOTE:** Unanimous

Cristina 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.

Amy Mahoney seconds the motion.

**VOTE:** Unanimous

**Roll Call Vote:**

Cristina Campo	-AYE
David Howes	-AYE
Amy Mahoney	- AYE
Ellen Ohlenbusch	- AYE
Nicki Sclama	- AYE
Angela Zakon	- AYE
Janine McLauchlan (ex-officio)	

**Program Item:**

Board Update: Resignation of Melanie Sleime. Motion to accept the resignation of Melanie Sleime due to family commitments made by David Howes and seconded by Amy Mahoney. Vote: Unanimous

**Action Items:**

**Next Agenda:**

**Adjournment:** Amy Mahoney adjourned the meeting at 8:26 PM