

Robert Frost Public Charter School
Board Meeting
June 6, 2017 @6pm
Economic Council Meeting Room |53 Technology Way|Conway, NH 03818

Attendance: Amy Mahoney, Anastasia Burns, Ellen Ohlenbusch/Head of School, Angela Zakon, and Cristina Campo. Jennifer Karnopp entered the meeting via phone at 6:48pm.

Also in attendance: Kelly J. Evans, Clerk

Call to Order: A. Zakon called the meeting to order at 6:18pm

Meeting Business

- Minutes from the May 9, 2017 meeting are accepted as submitted.
- Agenda Review

Administration

- **Monthly Snapshot**
 - Process currently in place for the investigation of why Special Education Services have not been provided by a sending school district.
 - PLP's are currently in process. All PLP's will be mailed along with any transcripts for transferring students.
 - The move out of the current school went fairly smoothly.
 - Students participated in two days of outdoor learning at Camp Tohkomeupog so far and the experience has been well received!
 - The next two weeks of school will take place at Camp Cody & Camp Tohkomeupog. Feedback from parents so far has been extremely positive.
 - The staff and administration are currently working on closing out the school year.

Finance Report

- A. Zakon updated the board on the financial status of the school. A. Mahoney made the motion to accept the Treasurer's Report. C. Campo seconded the motion. **VOTE:** Unanimous in favor.
- A. Zakon presented a draft budget for the 2017/2018 school year.

Program Items

- Enrollment 2017/2018
 - E. Ohlenbusch updated the board on the current status of enrollment for the 2017/2018 school year. Enrollment continues to be on a rolling basis.
- Tuition Plan (Sibling Discount)
 - The board revisited the conversation regarding out of state tuition, specifically when it involves siblings. A. Burns made the motion to offer a tuition rate at half of the Per Pupil Rate paid by the state of NH for the 2017/2018 Fiscal Year, to a specified family with two students, to be evaluated on a year by year basis. A. Mahoney seconded the motion.
VOTE: Unanimous in favor
- Charter Renewal
 - E. Ohlenbusch updated the board. Auditors are currently drafting an overall report. Through the auditing process, a new document for managing assessment data was created.
- Snow Day Policy for Employees
 - E. Ohlenbusch presented to the board the possibility of extending the ability for teachers to work on snow days when school is closed. A. Mahoney made the motion to support a policy to allow staff members to work a minimum of 6 hours on snow days when school is cancelled with a provision that if a staff member chooses not to travel into work, they would then make-up that day at the end of the school year. A. Burns seconded the motion. **VOTE:** Unanimous in favor
- End of Year Alternative Plan
 - E. Ohlenbusch updated the board on the current status of the End of Year plan.
- Frost Parent Group
 - A. Burns updated the board on what has been happening. The group had a very successful event at the Flatbread Fundraiser this past week.
 - Staff appreciation week, "BLOOM" went well! Teachers were treated to breakfast, letters from students, one snack, one office supply, and "Move the school" volunteer time from parents!
- Teacher Credential/NH Certification

- Staff will be in process of renewing all credentials necessary for next school year.
- Policy Renewal 2017/2018
 - C. Campo made the motion to approve 2016/2017 Policies to be put in place for the 2017/2018 school year as the 2017/2018 Policies. J. Karnopp seconded the motion. **VOTE:** Unanimous in favor
- Staff Handbook
 - A. Mahoney made the motion to approve 2017/2018 Staff Handbook as written with the addition of the new policy on Snow Days for Employees. A. Burns seconded the motion. **VOTE:** Unanimous
- Parent/Student Handbook
 - A. Burns made the motion to approve the 2017/2018 Parent/Student Handbook. C. Campo seconded the motion. **VOTE:** Unanimous
- State Reporting
 - To keep the transition smooth from this school year to next, it has been requested that E. Ohlenbusch remain the central contact for State Reporting.
 - A. Burns made the motion allow access to State Reporting for the 2016/2017 School Year to Ellen Ohlenbusch, with access ending on or before August 31, 2017. A. Mahoney seconded the motion. **VOTE:** Unanimous

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. C. Campo seconded the motion.
VOTE: Unanimous

Roll Call Vote:

Cristina Campo	AYE
Amy Mahoney	AYE
Anastasia Burns	AYE

Angela Zakon AYE

Jennifer Karnopp 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

Amy Mahoney AYE

Anastasia Burns AYE

Angela Zakon AYE

Jennifer Karnopp AYE

Board Nomination:

- Jennifer Karnopp made the motion to nominate Erin Ohlenbusch to the RFPCS School Board of Trustees. Anastasia Burns seconded. All in favor (All)

Adjournment

A. Zakon adjourned the meeting at 8:19pm.