

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

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

Jennifer Karnopp left the meeting at 6:45PM

Excused Absence: Melanie Sleime

Call to order: Amy Mahoney called the meeting to order and welcomed the public at 6:06pm.

Agenda Review: A. Mahoney added item to agenda: Chair nomination.

Chair Nomination: A. Mahoney nominated Angela Zakon to Chair of the Board. J. Karnopp seconded. **VOTE:** Unanimous

Amy Mahoney turned the Meeting over to Angela Zakon, Chair.

Meeting Business (A. Zakon)

- **Acceptance of minutes**
Minutes from the meeting on June 2016 are accepted as submitted.

Administration

- E. Ohlenbusch provided an update to the board on the start of the school year.
- P. Farley made the motion to support Full Day and Half Day options for Kindergarten. A. Burns seconded the motion. **VOTE:** Unanimous

Finance Report

- A. Zakon updated the board on the current Treasurer's Report.
- C. Campo made the motion to accept the Treasurer's Report as submitted. P. Farley seconded the motion. **VOTE:** Unanimous

Program Item

- **State Reporting**
 - The school is submitting a series of reports
- **Insurance**
 - Certificate of Insurance received and submitted to state
 - Insurance policy in place for the year
 - Directors & Officers Insurance renewed and in place.

- **Fundraising**
 - E. Ohlenbusch shared that we need a plan to help support the programs for the 2016/2017 school year. Discussion on a major fundraiser and grants that could help support the need.
- **Enrollment 2016/2017**
 - E. Ohlenbusch updated the board on the first day enrollment.
- **Annual Appeal 2016/2017**
 - Discussion on when the Annual Appeal should be sent. Timing last year was not great. It was agreed that the appeal should be sent out early in the year. A. Mahoney will begin the process for sending the appeal out.
- **RFPCS Calendar of Events**
 - Discussion on the many events planned for this school year. Invitation was extended to all board members to attend when they can. Increasing visibility of Board of Trustees is good.
- **Parent Group**
 - A monthly meeting is scheduled and it will take place at the school immediately after drop-off for convenience of our families. We are working with the parent group to increase focus on fundraising for our forever home. More details to come.
- **Janitorial**
 - E. Ohlenbusch updated the board on the effort to hire a cleaning person to support the cleaning of the school this year. Recruiting is underway.
- **Charter Renewal**
 - E. Ohlenbusch updated the board on the dates and proposed timeframe for the renewal. It is tentatively schedule for the spring.

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
Anastasia Burns	AYE
Ellen Ohlenbusch	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

Anastasia Burns AYE

Angela Zakon AYE

Adjournment

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