

**Robert Frost Public Charter School
Board Meeting Minutes
6:00pm| July 11, 2017**

Robert Frost Public Charter School | 1675 White Mountain Hwy | Conway, NH 03860

Board Members Present: Angela Zakon, Anastasia Burns, Amy Mahoney, Ellen Ohlenbusch. Jennifer Karnopp via phone. Head of School: Don Germain

Excused Absence: Melanie Sleime, Pat Farley, Cristina Campo

Call to order:

Meeting Business (E. Ohlenbusch)

- **Acceptance of Minutes**
 - Minutes from June 2017 meeting are approved with the following changes:
 - Edits were made to minutes:
 - Pat and Melanie absent
 - Currently enrolled family
 - Change Erin O to Ellen O
 - Jennifer made a motion to accept minutes with changes. Amy Mahoney seconded. All in favor: (Unanimous)

- **Agenda Review: Remove Monthly Snapshot**

Don Germain wanted to take a moment to recognize Ellen Ohlenbusch for all that she has done in the creation of the school and most recently as HOS for the school.

Administration

- **Removed from the agenda**

Finance Report

- **Treasurers Report**

A. Zakon updated the board on the status of the REAP grant and the school successfully completing the application for the 2017/2018 school year.

Program Item

- **Enrollment 2017/2018**
 - An update on the current enrollment was reviewed. A discussion on the impact on classroom numbers and configurations.
 - Amy Mahoney made a Motion to cap enrollment for students who are currently enrolled or are on record as enrolled for the 2017/2018 school year with the

exception of Kindergarten that will grow organically. The administration and board will revisit enrollment caps after the start of the school year. Ellen Ohlenbusch seconded. (Unanimous)

- **Budget 2017/2018**

- A Zakon answered questions on the budget draft that was distributed in June. Edits will be made to support the current enrollment projections and the impact on all expenses.
- Long-term storage costs will be added to the budget.
- Amy Mahoney made a motion to approve budget as working budget with noted changes to enrollment #'s, payroll #'s and facilities cost. Anastasia Burns seconded. (Unanimous)

- **Facility Transition**

- Anastasia Burns made a recommendation to bring in the local consultant that is State Certified in Life Safety for any space the school is considering.
- Expenses for school space to include: Square Footage, Utilities (electric, heating, plowing)
- Playground: The question was asked if the school wanted to keep the playground structure. The consensus was yes.

- **Charter Renewal Update:** Process is moving smoothly and the team continues to be impressed with the school.

- **Employee Handbook 2017/2018**

E. Ohlenbusch made a motion to approve the handbook Amy Mahoney seconded. (Unanimous)

- **Student & Parent Handbook 2017/2018**

Anastasia Burns made a motion to approve the handbook. E. Ohlenbusch seconded. (Unanimous)

- **State Reporting (EOY)** The process takes several weeks and the deadlines often come before data is available. The work is in process.
- **End of Year Reports (Copy of for DOE 25)** Angela Zakon will speak with the DOE to advise them that the DOE 25 will be completed but it is tied to our audit that occurs in October.

Non-Public Session:

Non-Public Session: Contractual Matter Anastasia Burns made the motion to enter non-public session according to RSA 91-A: 3, II for the consideration of a contractual matter. Ellen Ohlenbusch seconded the motion. **VOTE:** Unanimous

Roll Call Vote:

Jennifer Karnopp AYE

Amy Mahoney AYE

Anastasia Burns AYE

Angela Zakon AYE

Ellen Ohlenbusch AYE

The board entered into non-public session at 8:20PM Anastasia Burns moved to move out of non-public session at 8:48pm. Melanie Sleime seconded the motion. **VOTE:** Unanimous

Amy 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. Jennifer Karnopp seconded the motion. **VOTE:** Unanimous

Roll Call Vote:

Jennifer Karnopp AYE

Amy Mahoney AYE

Anastasia Burns AYE

Angela Zakon AYE

Ellen Ohlenbusch AYE

Future Agenda Items:

Middle School Extracurricular policy around student's participation as it impacts academics and academic hours.

Dress Code

Enrollment

Adjournment

A. Zakon adjourned the meeting at 8:20pm