

**Robert Frost Public Charter School
Board Meeting Minutes
6:pm | February 2, 2016
Robert Frost Public Charter School | 1675 White Mountain Hwy |
Conway, NH 03860**

Board Members Present: Pat Farley, Ellen Ohlenbusch, Melanie Sleime, Angela Zakon, and Jennifer Karnopp and Amy Mahoney via the phone. Amy joined in person at 6:35pm

Excused Absence: Cristina Campo

Call to order: E. Ohlenbusch called the meeting to order and welcomed the public at 6:21pm.

Meeting Business (E. Ohlenbusch)

- **Acceptance of Minutes**
 - Meeting minutes for January 2016 are edited with regard to Insurance for Employees
 - Edit public comment by Emmy Hudson-Swogger: "gotten of track" to "gotten off track". Add "was" to "being supported".
 - State Reporting – The board will do a check-in . . .
 - Meeting minutes are amended and accepted
 - Motion by P. Farley, seconded by A Zakon, Vote: Unanimous

- **Agenda Review**

Administration

- **Monthly Snapshot**
 - 11 days since change
 - Staff being heard
 - Parental feedback – positive, but tentative about the future.
 - Previous lack of support for student behavior is now being addressed. Clarification of classroom and school rules and expectations. Partnering with parents to support students in this area.
 - Looking at areas that can be brought up-to-date online and in compliance with state laws and requirements.
 - One student departed in past few days.
 - Kindergarten 11 students at half revenue
 - Currently enrolled – 61 students at full revenue

- Staffing – Robin Roy, departed in December, returned a week ago Monday. Staff, parents and students are thrilled. On the same day Amy Mask resigned. She recently received her updated State teaching certification and was offered and accepted a position with SAU9. We have a current applicant that we are interviewing.
- Weekly staff meetings now include all staff.
- Weekly staff meeting are back on line and are 1/3 operational updates and problem solving and 2/3 Professional Development.
- Volunteer training is back on line. They all go through the training process, wear volunteer badges while here.
- Two accidents at the school. Assessment of back parking lot. Call to landlord to see what they would do. Immediate response.
- We had an insurance claim for student injury. This is our first claim. Waiting for parents to forward the paperwork.
- 7th grade ski program has been executed. It is building community and has freed up staff time for professional development and planning.
- HB15 and 63 passed through legislation which provides full funding for kindergarten.
- Student records and staff records review. Discrepancies were noted and records were being transported to an employee's home.
- Network is up and running. Staff is updating security codes and passwords. The tech is helping. The storage device had been offline for a while and is now running. Computers are being reviewed and necessary updates applied.
- PTA donations. Found the check in a box for donated books. Angela will review with Ellen.
- Goodwill employee will have a change to responsibilities.
- Chamber After Hours – Mystery NH invited us to be Non-Profit for the evening. February 23, 5-7pm.
- Assessment of each student K-7: current level, where they should be, where they could be, review of lessons.
- Open houses continue on Thursdays.
- Request in to PTA for each class to receive funds for field trips. ½ day for K, LL; full day for UL and JR.
- In general, things are going well. The team is great. Everyone is focused on helping. Trying to develop a "Whole School" culture. The school community working together will have a greater impact on our future success.
- PLPs are underway.

Finance Report

- Treasurers Report
 - Will look at student enrollment and compare with first two payments from the state.

- Motion to approve the treasurer's report by M. Sleime; Seconded by J. Karnopp; Vote: Unanimous
- **Program Item**
 - State Reporting
 - Received an outstanding notice, we have forwarded to the state:
 - Fire and Safety Report submitted
 - Certificate of Compliance submitted
 - Board Meeting Minutes submitted
 - Quarterly Financial Reports submitted
 - 2014-15, the hard copy of the state reports will be submitted once the financial section is added.
- **Hiring & Search**
 - The Hiring Committee is planning a meeting to review applications for Head of School.
 - We have applications for the Lower L position. We have reviewed the applications and have begun interviewing.
- **Staff Planning Time**
 - Morning Drop Off is going well. We would like to find more opportunities for parents to be in the school.
 - Working with Spanish opportunity and allowing some planning time for teachers
- **Curriculum Committee: PLP**
 - PLPs – thanks to the Curriculum Committee, Learning Coordinators and Teaching staff the PLPs have come together. The changes from last board meeting were incorporated. Goal is to have them be clearer for the parents and reduce the time teachers require to complete. The estimate is a 50% reduction in teacher preparation time.
- **ESOL Compliance Plan Draft**
 - English for Speakers of Another Language. Draft is ready, reviewed by attorney. Meets the requirement. Will review and vote in March. Following edits:
 - Can we change the link?
 - Add this information to the Head of School responsibilities and school operations manual
 - Concern regarding "14 days" requirement for students entering later in the year. Could this be 30 days?
 - Assessment of English Learners – "consultant with"
 - Monitoring and Exit – third bullet, does it have to be an ESOL teacher or could it be an advisor, learning coordinator, etc.?

- Instructional Program – “has an inclusive comprehensive educational program”
 - Professional Development – add “for full or part time ESOL teachers”
- **Enrollment Update**
 - Packets are completed. Website is ready. Print copies will go to parents this week. Kelly Evans, Enrollment Administration will come weekly to handle the admissions process. Any inquiries other admissions based will be directed to Ms. Bushey and forwarded to the appropriate person on staff.
 - Future enrollment growth for school.
 - Major focus on Kindergarten and 1st grade enrollment. This is the most natural entry point to our school.
 - **Volunteer Programs**
 - Would we consider a room parent? The staff has been reserved about having the parents in the classroom. They have a reading program and an art program where parents assist. The teaching team has provided feedback that monitoring and managing a parent creates a difficulty for the teacher.
 - What about a computer monitor for UE. 5 members of our PTA, meet in the evening, perhaps look at other alternatives for parents to contribute, organize, etc.
 - Must have a background check.
 - Morning desk duties, guest listeners, school cleanliness, organizing supplies, library, etc.
 - Presentations by parents in their area of expertise. We want parents to feel welcome and involved in the school.
 - **Enrichment Programs**
 - Partnering with the UNH Cooperative Extension for Science program.
 - **Kindergarten Outreach**
 - To all daycares/preschool with Parent’s Night
 - Brochure to pass out – give 5 to every parent

Public Comment

No public present for the meeting.

Non-public Session
No non-public session

Adjournment
E. Ohlenbusch adjourned the meeting at 7:38pm.