

Robert Frost Charter School
Board Meeting Minutes
6pm | November 5, 2013
Robert Frost Charter School | 1675 White Mountain Hwy | Conway,
NH 03860

Call to Order: Meeting called to order at 6:04 pm

Board Members Present: Ellen Ohlenbusch, Christina Campo, Angela Zakon, Head of School Jennifer Karnopp, Patricia Farley, Kathy Vines, Amy Mahoney

Board Members Excused Absence: NONE

Chair Report: E. Ohlenbusch presented a report on the current charter school business happening in Concord with HB435 and the work that we and the NH Charter School Association in collaboration with National Public Charter School Association is doing to support this bill. E Ohlenbusch elected chair of NH Charter School Committee working with the Commissioner and Board of Education on policy and legislative issues. School zone request was denied by Department of Transportation. We recently received a STEM grant from IEEE.

Minutes from October 1, 2013 approved as submitted: approved as submitted.

Head of School Report: J. Karnopp, Head of School reported on the opening week of the 2013-2014 school year. She highlighted:

- NECAP testing
- Community Collaboration on projects
- ESSC program integration to school mission, goals and PE program
- Update on school goals
- Teacher development
- Students and families, including 90% participation in parent/teacher conferences

Treasurer's Report:

Budget: A. Zakon presented the current status of the school's budget. She highlighted the following:

- Payroll service has begun
- Explanation of budget format
- Moving forward looking at of what expansion means to the budget and how to set it up to support decision making

ACTION ITEM: Have cost per student to operate to bring to next meeting

P. Farley moves to accept the Treasurer's Report as submitted, K. Vines seconds the motion. **VOTE:** Unanimous

VOTE: Unanimous

Payroll: A. Zakon presented to the board options for payroll management.

Kathy Vines makes the motion to move forward with a national payroll company bid, Christina Campo second the motion. **VOTE:** Unanimous

Treasurer's Report: A. Zakon presented a summary on the current treasurer's report.

Amy Mahoney moves to accept the Treasurer's Report as submitted, Christina Campo seconds the motion. **VOTE:** Unanimous

Program Items:

• **Audit Committee Update**

A. Zakon updated the board on the current status of the audit. It is complete and we received an “unmodified opinion” result. K. Vines makes a motion to accept audit report. P. Farley seconds. **VOTE:** Unanimous

A. Mahoney makes a motion to submit the audit report to the Charter School Office at the Department of Education. C. Campo seconds. **VOTE:** Unanimous

Benefits Committee Update

• K. Vines updated the board on the current work of the committee regarding the offering of benefits to employees. Recent law changes have negated the option previously decided by the board. Kathy will continue to explore options.

Employee Committee Update

• E. Ohlenbusch reiterated that staff evaluations are underway.

Special Education Committee

• C. Campo updated the board on the current work of the committee. P. Farley makes the motion to have the document reviewed by a staff member and edited before submitted to legal. A. Zakon seconds. **VOTE:** Unanimous

Admissions Committee

• E Ohlenbusch stated that committee work is in process and will be presented at next board meeting.

• **Dismissal Form**

• J Karnopp presented an early dismissal form to support community

involvement of Robert Frost Charter School Students. K. Vines makes the motion to accept the Early Dismissal Form to support the Early Dismissal Policy to support involvement in after school programming for Robert Frost Charter School Students. P. Farley seconds. **VOTE:** Unanimous

State Reporting

- J. Karnopp, Head of School updated the board on state reports. All required reports have been submitted.
ACTION ITEM: J. Karnopp will research and present at the next meeting if there is value in filing the free and reduced lunch report to the DOE during this academic year.

Public Comment

Juliet Fleischer stated that she is incredibly impressed with how diligent this board is at staying on top of the legislative and financial pieces. Thank you.

ROLL CALL for Non-Public Session: Ellen Ohlenbusch, Christina Campo, Angela Zakon, Head of School Jennifer Karnopp, Patricia Farley, Kathy Vines, Amy Mahoney

Based on RSA 91-A: 3 P. Farley makes the motion to enter Non-Public Session for a discussion about Real Estate and a legal opinion. C. Campo seconds the motion.

VOTE: Unanimous

P. Farley makes the motion to move out of Non-Public Session, K. Vines seconds the motion. **VOTE:** Unanimous

P. Farley makes the motion to seal the minutes from Non-Public Session on 11/5/13 due to the release of information would render a proposed board action ineffective. K. Vines seconds the motion. **VOTE:** Unanimous

ROLL CALL for Non-Public Session: Ellen Ohlenbusch, Christina Campo, Angela Zakon, Head of School Jennifer Karnopp, Patricia Farley, Kathy Vines, Amy Mahoney

ACTION ITEM: Have cost per student to operate to bring to next meeting

ACTION ITEM: J. Karnopp will research and present at the next meeting if there is value in filing the free and reduced lunch report to the DOE during this academic year.

Adjournment

Meeting was adjourned by Ellen Ohlenbusch, Chair of the Board at 8:11pm

Minutes respectfully submitted by Jennifer Karnopp