

Robert Frost Charter School
Board Meeting Minutes
6pm | February 4, 2014
Robert Frost Charter School | 1675 White Mountain Hwy | Conway, NH
03860

Board Members Present: Ellen Ohlenbusch, Cristina Campo, Amy Mahoney, Patricia Farley, Angela Zakon and Jennifer Karnopp, Head of School. Kathy Vines via phone.

Guests of the Board for presentations: Courtney Mullin, RFCS Learning Coordinator and Crystal Buswell,(Parent organizing the PTA for RFCS)

Call to Order: E. Ohlenbusch called the meeting to order at 6:07pm

Meeting Business

- **Minutes from January 7, 2014:** Approved as submitted.

Head of School Report

- Quarterly Academic Update for Lower Elementary and Upper Elementary was presented.
- Review of the “Personal Learning Plan” for students.
- Overview of the school’s current Spelling Program
- Results from the NECAP Testing
- Update on information regarding DOE Committee work on 504 Plans
- Overview of current Professional Development opportunities.
- Update on current enrollment.

Treasurer’s Report

The treasurer’s report for July 1st-December 31, 2013 was presented for review. Budget for the Quarter vs Actual was also presented.

K. Vines makes the motion to accept the Treasurer’s Report for July 1^s thru December 31st 2013. A. Mahoney seconds the motion. **VOTE:** Unanimous

Program Items

Finance Committee

- Moving forward on the 501c3 for RFCS.
- Everything is set-up for payroll deductions for employee supplemental insurance.

Benefits Committee

- See finance committee.

Employee Committee

- A new Americorp volunteer has been added to the staff.

A. Mahoney made the motion to approve the application for Americorp grants for the 2014-2015 school year. P. Farley seconds the motion. **VOTE:**
Unanimous

Enrollment Committee

- A podcast has been created to give an overview of the educational offerings of RFCS. This has been made public.
- Currently at 100% reenrollment rate for currently enrolled students.
- Applications for the 2014-2015 school year are coming in.

State Reporting Update

- Student count has been submitted.

Facilities Committee

- A donation of a playground structure and installation has been made to the school.

Parent/Teacher Association (PTA)

- Crystal Buswell presented information on the development of the PTA for RFCS.

A. Zakon makes the motion to support the creation of the RFCS PTA and C. Campo seconds the motion. **VOTE:** Unanimous

Memorial Hospital Donation

- Transportation for the students of RFCS for a field trip to the Memorial Hospital. During this field trip, they will visit various departments and enjoy lunch in their cafeteria.

NHPCSA

- Focus of this organization is to educate the public about charter schools. RFCS is a member of the association.

State Update

- Update on HB435
- The Charter School Advisory Committee has identified the importance for creating state standards for charter schools.

Public Comment:

Sarah Parsons made public comment and suggested that there be more advertisement of the board meeting notices.

A. Mahoney makes the motion to enter non-public session according to RSA 91-A:3, II for the consideration of a personal matter and a contractual matter. C. Campo seconds the motion.

Roll Call Vote:

Amy Mahoney Aye
Angela Zakon Aye
Ellen Ohlenbusch Aye
Cristina Campo Aye
Patricia Farley Aye
Kathy Vines Aye

The board entered non-public session at 7:50pm

Pat Farley moved to move out of non-public session at 8:22. Cristina Campo seconded the motion. VOTE: Unanimous.

Pat Farley moved 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. Angela Zakon seconded the motion. Vote: Unanimous.

Roll Call Vote:

Amy Mahoney Aye
Ellen Ohlenbusch Aye
Cristina Campo Aye
Kathy Vines Aye
Patricia Farley Aye
Angela Zakon Aye
Jennifer Karnopp Aye

Summary and Action Items

Items for next Agenda

Presentation of NECAP Results

Adjournment: Meeting adjourned by E. Ohlenbusch at 8:30 pm.

Respectfully submitted by Kelly J. Evans, Clerk of the Meeting and Cristina Camp, Board Secretary