

Robert Frost Public Charter School
Draft Minutes for January 3, 2018 – 6:00PM

Robert Frost Public Charter School * 110 Main Street * Conway, NH

Board Members Present: Angela Zakon, Anastasia Burns, Pat Farley, Ellen Ohlenbusch (phone), Amy Mahoney, Cristina Campo, Melanie Sleime, Nicki Selama, David Howes, Janine McLauchlan

Melanie Sleime left at 7:00pm

Meeting called to order at 6:07pm

1: Call to Order, Role Call & Welcome Public (2Min)

2: Meeting Business

- Minute edits: At the top date should read December 13th. Under motion to approve add Burns to Anastasia's name. Clarify that Melanie and Nikki abstained from a vote on accepting the November meeting minutes. Date on minutes should be changed to December 13, 2017. On page 2, facility committee, scheduled meeting for December 13, 2017. Under public comment add none. On the last page, delete Anastasia Burns from roll call.
- Motion to approve the minutes with the above edits from December 2017 by Amy Mahoney, seconded by Nicki Selama. All agreed. David Howes abstained.

3: Administration (15 Min)

- Monthly Snapshot

Water issues due to weather have been addressed.

Reenrollment forms have been sent. Due date January 31, 2018.

Enrollment forms are ready for new students. In process of promoting enrollment.

Special services. 2 students are current, 3 students under review, 1 student referral request sent.

Recycle program starting with Rob Clark, recycle mobile. Students to be involved

Andrea Lavine, new IT consultant beginning work and within budget.

Working with state and consultant to complete asbestos inspections, testing and related requirements.

ESSC – teachers filling since limited volunteers. We evaluate how this is working as the winter progresses.

Candidates for substitute teachers – no applicants coming through the HR email. Amy will run the advertisement in the paper again with Janine's email.

Continuing to work on recruiting substitute teachers and a teachers assistant.

4: Finance Report (10 Min)

- Treasurer's Report – November 30, 2017 - Combined statement of all funds – reviewed highlights

- Motion to accept the treasurer's report from Pat Farley with a second from Cristina Campo. All accepted.

5: Program Item (60 min)

- Enrollment 2017/2018 – covered in monthly admin snapshot
- New Facility Committee update – Nicki reported that the committee met on December 13, 2017 at 7:30pm. Properties to be reviewed by different members. No January meetings.
- PTA/Frost Parent group update. Recently completed fundraisers include Art fundraiser and cookie walk. Meeting on January 12, 2018.
- Enrollment 2018/19 status of the process. –covered in the monthly admin snapshot
- 7th & 8th grade program evaluation. J. McLauchlan to provide information at February meeting. Board to evaluate the progress of the implementation of these grades since they are the newest and have the lowest enrollment.
- Nepotism policy- Dates will need to be updated. History of policy given. Pat Farley made a motion to accept the policy with change of dates, Amy Mahoney seconded. . All accepted.
- State Reporting update- new matrix printed. Nothing glaringly delayed or behind that is known of. J. McLauchlan went through the online reports and talked to Mike Cote from the state. He confirmed that the school was caught up .
- Board recruitment & transitions – currently at 9 people (max bylaws) continue recruiting as there are people are coming up on their end of term. Everyone continue to look for new board members and circle back around to people who we may have looked into in the past. Ellen Ohlenbusch will go through the list of past interest. We should be looking for four people (or more incase people don't work out).
- Upcoming events
 - Frost Forum
 - Food drive continued until Frost Forum

6: Public Comment (10Min)

No public present

7: Non-public session: Employee & Contractual Matter

Amy Mahoney Made a motion to move into non-public session according to RSA 91-A:3,II. Christina Campo seconded. VOTE: Unanimous

Roll Call:

Amy Mahoney

Christina Campo

Anastasia Burns

Nicki Sclama

David Homes

Pat Farley

Ellen Ohlenbusch (phone)

Guest: Janine McLauchlan

Pat Farley made a motion to move out of non-public session according to RSA 91-A:3,II. Anastasia Burns seconded. VOTE: Unanimous

Roll Call:

Amy Mahoney

Christina Campo

Anastasia Burns

Nicki Sclama

David Homes

Pat Farley

Ellen Ohlenbusch (phone)

Guest: Janine McLauchlan

Nicki Sclama made a motion to seal the minutes from of non-public session according to RSA 91-A:3,II as releasing information would render a proposed board action ineffective. Cristina Campo seconded. VOTE: Unanimous

Roll Call:

Amy Mahoney

Christina Campo

Anastasia Burns

Nicki Sclama

David Homes

Pat Farley

Ellen Ohlenbusch (phone)

Guest: Janine McLauchlan

8: Summary and Action Items

- Angela will follow up with Melanie regarding non-public action item from December meeting
- Nicki Sclama brought up the local karate interested in being involved with the school and was directed to Janine McLauchlan.

9. Next Agenda (5 min) – nothing to add to this item

10. Adjournment – meeting adjourned at 7:54pm

* The public comment section of our agenda is an opportunity for community members to comment on the work of the board. Members of the board are interested in hearing views from individuals, but will be unable to respond to comments immediately in this forum. They will, however, receive serious

consideration, and may warrant discussion at a later date. Please limit your comments to 2 minutes to allow time for others to speak. For lengthier comments, please feel free to submit a letter to the board or email the board at trustees@robertfrostcharterschool.org.

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Driving us towards the path of excellence
Data Driven Decision Making