

**Robert Frost Public Charter School
Board Meeting Minutes
6pm | February 3, 2015
Robert Frost Public Charter School | 1675 White Mountain Hwy |
Conway, NH 03860**

Board Members Present: Angela Zakon, Cristina Campo, Ellen Ohlenbusch, Pat Farley, Amy Mahoney, Head of Curriculum Jennifer Karnopp, Head of Administration Ele Border and via phone Kathy Vines.

Also in attendance: Kelly J. Evans, Clerk

Call to order: E. Ohlenbusch called the meeting to order and welcomed the public at 6:02pm

Meeting Business (E. Ohlenbusch)

- **Acceptance of minutes from January 6, 2015**
K. Vines made the motion with the edits of adding Pat Farley to the board members present, P. Farley made the motion to accept the Treasurer's Report for November 2014 and not the budget, and also change the date of the minutes to January 6, 2015, to accept the minutes from the January 6, 2015 meeting.
A. Zakon seconded the motion. **VOTE:** Unanimous
- **Agenda Review:** Addition to the Program Items will be a discussion of the extension of the paperwork deadline for currently enrolled students.

Head of Administration (Ele Border)

- State Reporting: All paperwork has been submitted.
- Enrollment: An update was provided on current status of enrollment for both returning students and new incoming students.
- Currently working on the details of the Smarter Balanced testing.

Head of Curriculum

- NAEP: National Assessment of Educational Progress was administered to 4th grade students. Everything went well.
- "ED"ies Awards: Program in the state of NH. This program looks at schools that focus on educational excellence and meeting the needs of all children. Jennifer Karnopp and Ellen Ohlenbusch represented the RFPCS with a presentation. Next step would be a site visit if selected.

Spotlight: Sherie Wright and Rebekah Bushey, Kindergarten Class

- Lots of positive feedback regarding the Kindergarten class.
- Both Ms. Wright and Ms. Bushey expressed their love for their work each day.

- They have focused on building a strong classroom community.

Treasurers Report

The Treasurer's Report for December 31, 2014 was presented along with an update on the Federal Grant. A. Mahoney made the motion to accept the Treasurer's Report for December 2014. P. Farley seconded the motion.

Program Items

- 7th/8th Grade Curriculum: P. Farelly made the motion to accept Katie Cioe as a consultant to work on the 7th/8th grade curriculum. C. Campo seconded the motion. **VOTE:** Unanimous
- Curriculum Implementation: J. Karnopp presented a draft of a potential system of needs assessment and has asked the board for feedback.
- DLP's (Dynamic Learning Profile): students are tracking their work and completing a self-evaluation of how challenging the work was for them. This information is transferred to a spreadsheet to better evaluate progress of each student.
- 2015 Planning Plan: An initial review of the budget will take place and then meetings with administration will preempt the creation of the plan for 2015.
- Annual Report Plan: The Head of Administration and the Head of Curriculum will begin the process of putting together the Annual Report.
- Facilities Update: The lease for the building that RFPCS is currently housed in has been extended for 2 more years.
- Extension of Deadline for from P. Farelly made the motion to extend the deadline for applications of currently enrolled students from January 31, 2015 to February 10, 2015. C. Campo seconded the motion. **VOTE:** Unanimous

Public Comment

Crystal Buswell spoke in high regards for the Kindergarten class that her daughter is enrolled in.

Non-Public Session

Kelly J. Evans, Clerk left the meeting at 7:15pm.

Pat Farley made the motion to enter non-public session according to RSA 91-A:3, II for the consideration of a personal and contractual matter. Angela Zakon seconds the motion.

VOTE: Unanimous.

Roll Call Vote:

Cristina Campo	-AYE
Pat Farley	-AYE
Amy Mahoney	- AYE
Ellen Ohlenbusch	- AYE
Kathy Vines	- AYE
Angela Zakon	- AYE

The board entered into non-public session at 7:14

Pat Farley moved to move out of non-public session at 8:02

Amy Mahoney 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.

Angela Zakon seconds the motion.

VOTE: Unanimous

Roll Call Vote:

Cristina Campo	-AYE
Pat Farley	-AYE
Amy Mahoney	- AYE
Ellen Ohlenbusch	- AYE
Kathy Vines	- AYE
Angela Zakon	- AYE

Action Items

- To include the Auditor's Comments to the Treasurers Report.
- Send feedback regarding the draft of the system of needs assessment to J. Karnopp via email.
- J. Karnopp will have a revised and updated version of the needs assessment system.

- Preliminary draft plan for next school year will be presented at the next board meeting.