

**Robert Frost Public Charter School**

**Agenda for November 1, 2017 – 6:00PM**

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

Board Members Present: Angela Zakon, Anastasia Burns, Pat Farley, Ellen Ohlenbusch, Amy Mahoney, Cristina Campo

Excused Absence: Melanie Sleime

Meeting Called to order: 6:03

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

\*Approval of a field trip

\*Approval of PE Teacher

\*Removal of Board Governance training

2: Meeting Business

- Acceptance of minutes October 2017 meeting (2Min)
  - Minutes are approved as submitted
- Agenda review (5 min if necessary)

3: Administration (10 Min) Monthly Snapshot (delivered by A. Zakon)

- 47 students were submitted to state for the November enrollment
- During this month, the HOS Donald Germain resigned based on medical reasons
- A. Zakon met with staff to share the news and presented the go forward strategy to support their needs and to minimize the impact on the student experience.
- Linda King was hired to support the staff, Rebekah, students and the board.
- We are currently recruiting a part-time aid to support staff.
- Audit team was on site to complete the work product for the audit.
- We had the first weather cancellation and then a two-hour delay.
- Parent teacher conferences were held today and there appears to be high attendance.
- Free and reduced lunch information that needs to be submitted. Deadline is November 7<sup>th</sup> with the state.

4: Finance Report (15 Min)

- Treasurers Report
  - C. Campo made a motion to approve the treasurers report. A. Burns seconded the motion Vote: Unanimous
- 2016/2017 Audit Update
  - Audit firm was here this week. 5<sup>th</sup> year that they have done the audit and they have great experience on charter schools. Documentation that was required by last year's HOS was submitted. They expect to have an unmodified opinion with no adjustment.

5: Program Item (60 min)

- Field Trip (whole school): Ranger station walk through fields to get to the station. November 7<sup>th</sup>.
  - E. Ohlenbusch made a motion to approve the field trip to the ranger station on November 7<sup>th</sup> for the whole school. P. Farley seconded Vote: Unanimous
- PE Teacher – Greg Downing has a background in PE, Health and works with youth groups in the MWV.
  - P. Farley Made a motion to approve the hiring of Greg Downing as part-time PE teacher for the balance of the 2017/2018 school year. A. Mahoney Seconded Vote: Unanimous
- Board Governance Training (Rescheduled to December)
- Enrollment 2017/2018 – we have one new student for a total of 47
- Classroom Spotlight C. Burkett– Morning Meeting (1/2) A presentation on how morning meetings are handled at RFPCS.

- A. Zakon confirmed that she has shared an invitation with all teachers for themselves or one of their students to present at a board meeting as the board has always done.
- Facility Committee: We have three individuals who have expressed interest and joined the committee. Chris Boewe, Geoff Murray, Kristine Foster Carbone. Property Criteria: We want a general and central location so that it does not create hardship for community members coming from the north and south. Listing of those properties.
- Board Member Nomination:
 

Nicki Sclama was presented as candidate for the RFPCS School Board of Trustees. She applied and went through the vetting process. Details of her background and qualifications were presented.

E. Ohlenbusch made a motion to nominate Nicki Sclama to the RFPCS School Board of Trustees effective as of November 2, 2017. Seconded by A. Mahoney Vote: Unanimous
- Charter Renewal
  - We are approved for another 5 years.
  - Control document needs to be created to implement the new charter.
- PTA Update: Chris McNevech was not in attendance. In his absence, Tracy Strout & Roxy Kupetz provided an update on the PTA activities.
  - Silvergraphics: (open it up to the greater community) (can we open it up to other family members)
  - Amerigas: – You can submit receipts to them and they give .02 per gallon to a school.
  - Scholastics: Driving forward and very successful
  - Amazon Smile
  - Maple Syrup Fundraiser: Customized bottles with student’s custom notes
  - Brown Church: Yard sale participate
  - ESSC School Fundraiser Picture
  - Turkey Trot: Sponsors are needed.....
- (Roxy Kupetz) Can the facility be used for PTA Fundraisers? The answer was yes and that they should submit requests through Rebekah. Question was asked about how long it will take for a response. A couple of weeks in advance should do it. Rebekah will confirm that usage request meets any lease or insurance criteria.
- ESSC, Kindergarten, 7- 8<sup>th</sup> grade (All students will participate and ride the same bus. K,7/8 will have a separate agreement with Cranmore and the balance of students will be through ESSC.
  - *We still need volunteers for the ESSC program to be offered to the students.*
  - *We can use volunteers both on the slopes and in the Lodge*
- Nepotism policy:
  - Push the vote for the Nepotism policy to December when M. Sleime is in attendance and able to explain.
- Substitute Teachers: We have an immediate need and are actively recruiting. Anastasia Burns asked what we are paying. Substitutes teacher (\$90.00 for an 8 hour day 11.25 per hour) which is above local average. Advertising and getting word out to parents, community members, etc. Reaching out to Granite State, White Mountain Community College and other schools may be a source.
- Annual Report Extension Filed with the DOE.
- Approval of Enrollment 2018/2019 Admission Packet (Dates only)
 

P. Farley made a motion to approve the following dates for the 2018/2019 Enrollment. C. Campo seconded. Vote: Unanimous

  - December 1 2017 packets to families
  - December 21, 2017
  - January 1, 2017
  - February 23, 2017
  - Lottery Date: March 7, 2017
- State Reporting: DOE reports i4see system and certification was provided by the DOE so that the school can be in compliance. State reporting was not certified at the start of the year as is required.

- Update of upcoming events: Turkey Trot (21<sup>st</sup>) and board meeting on December 6<sup>th</sup>.
- Asbestos Testing and Notification: No Asbestos in the building. Person comes in and sits down with a staff member to review the questions. If it is not covered in the parent handbook, then a letter should be sent to parents.

6: Public Comment (10Min) (Time extended to 30 minutes)

Kristine Foster Carbonne: How are we pursuing a new Head of School?

A.Zakon We are working through the process of reviewing those candidates that have been vetted previously.

Kristine Foster Carbonne: Question: What is the budget that is being set for facility options?

P. Farley: We are looking at what is available and what we can do with the money the school has. That will be developed in committee and with the new HOS.

Tracy Strout: We are looking to help but need to have information on how we can help.

Bob Schor: I would like to see the financial numbers and be able to understand them before I invest time in the school.

A. Zakon: The school has audited financials with the highest ranking for the first 3 years of operation and the 4<sup>th</sup> year of operation is currently in process. Funding remains low for charter schools in the State of NH and sustainability of RFPCS is tied to extensive volunteer hours or finding a large donor. RFPCS needs parents and community members to volunteer their time to move the school forward. We have put a request out for parents and community members to apply for a board position to help in this sustainability effort.

EOhlenbusch: The Charter School funding model is challenging and continues to challenge RFPCS and other charter schools in the state. The restrictive budget is not unique to our school.

C. Demello asked about a DUNS number so that she can pursue grants for the PTA and for the school directly.

A. Zakon thanked C. Demello for her efforts in the grant writing area.

B. Schor: he appreciates the school's existence.

R. Kupetz: she appreciates the board but wants to know where her children will be and what teachers will be in place.

Salyards is an amazing space and she appreciates how well it is working.

AZ: Thank you for your comment. The board plans for best case and worst case scenarios. The board opened up conversations with Salyards at the beginning of 2016 as one of the backup plans. As things unfolded over the summer, we were able to pick-up on conversations and secure Salyards for this school year.

AZ. A long-term lease is what the school should consider as it will keep us out of debt.

7: Non-public session: Employee & Contractual Matter

A Burns made a motion to move into non-public according to RSA 91- A:3, II. P. Farley seconded. **VOTE: Unanimous**

Roll Call

C. Campo

A. Mahoney

A. Zakon

E. Ohlenbusch

A. Burns

P. Farley

A. Burns made a motion to move out of non-public according to RSA 91- A:3, II. C. Campo seconded. **VOTE: Unanimous**

Roll Call

P. Farley

A. Mahoney

A. Burns

E. Ohlenbusch

A. Zakon

C. Campo

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. Anastasia Burns seconded the motion. **VOTE:** Unanimous

Roll Call

P. Farley

A. Mahoney

A. Burns

E. Ohlenbusch

A. Zakon

C. Campo

8: Summary and Action Items

9. Next Agenda (5 min)

10. Adjournment 9:10pm

\*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](mailto:trustees@robertfrostcharterschool.org).

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Driving us towards the path of excellence  
Data Driven Decision Making*