

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

Board Members Present: Pat Farley, Amy Mahoney, Ellen Ohlenbusch, Angela Zakon, Cristina Campo Head of Curriculum Jennifer Karnopp, Ele Border Head of Administration 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 6:04pm.

Meeting Business (E. Ohlenbusch)

- **Acceptance of minutes from September 30, 2014**
Change to the spelling of Cristina Campo's name 3 different spots in the paragraph on the last page of the minutes and the change to J. Karnopp's title to Head of Curriculum. P. Farley made the motion to accept the minutes including the above named changes. A. Zakon seconded the motion.
VOTE: Unanimous
- **Agenda Review**
Addition of an agenda item in section 7: Activities and Clubs. Removal of Non-public session.

Head of Administration (Ele Border)

- All state reporting is complete and up to date.
- New Administrative Assistant has been hired and welcomed to the staff.

Head of Curriculum (Jennifer Karnopp)

- An update on current Special Education services at RFPCS.
- The Fountas & Pinnell assessment has been a valuable tool in evaluating reading levels.
- Overview of Parent/Teacher Conference day was presented. The Head of Curriculum was able to attend many of the conferences to help bridge the relationship between families and new teachers.
- The first quarter's project is going well and almost complete. Upper Elementary focused on local/state government roles and Lower Elementary focused on their local community partners.
- The first Open House went well, where students had an opportunity to demonstrate a work to their parents.
- Chorus and Ukulele instruction has begun.

- Researching Smarter Balanced Assessment Test requirements.

Spotlight (Zeanny Egea)

Zeanny introduced herself to the board and presented a lesson that she would present to students at a daily lesson.

Treasurer's Report (Angela Zakon)

- Treasurer's Report for September 2014 was presented and reviewed.
- Current Year vs. Previous Year comparison report for 7/1-9/30 was presented and reviewed.
- The 2014/2015 Budget was presented and reviewed. A discussion took place amongst the board. The board will vote on the 2014/2015 budget at the December board meeting.
- 2015/2016 Grade Expansion: A discussion took place amongst the board.

Program Items

- The RFPCS Parent & Student Handbook Revision was presented and reviewed. C. Campo made the motion to approve the edits made to the RFPCS Parent & Student Handbook with distribution to families occurring by the end of November 2014. A. Mahoney seconded the motion. **VOTE:** Unanimous
- Legislative Open House was successful.
- 2015/2016 Enrollment procedure and paperwork necessary was discussed. P. Farley made the motion to approve the 2015/2016 Returning Student Enrollment Guidelines Form with the change that this form may be submitted to the school and does not need to be mailed and the start date will be December 15, 2014. C. Campo seconded the motion. **VOTE:** Unanimous
- P. Farley made the motion to approve the 2015/2016 Admissions Guidelines Packet with the form being available to the public on December 15, 2014 and must be postmarked by March 2, 2015. A. Mahoney seconded the motion. **VOTE:** Unanimous
- Charter Schools Program-Dissemination Grant: work will begin on this.
- HB435 Study Committee Update: Ellen Ohlenbusch and Angela Zakon presented to the committee responding to the committee's questions.
- School Activities and Clubs:
 - K-Kids Club through the Kiwanis International
 - Kindergarten Snowshoeing Program: discussion took place amongst the board. Student safety was discussed. The board will revisit this program during the December meeting.
 - Tin Mountain After-School Program

P. Farley made the motion to move forward with the approval of the K-Kids Club and the Tin Mountain After-School program. A. Mahoney seconded the motion. **VOTE:** Unanimous

Public Comment: No public comment.

Action Items

- Invite Scott Mantie to present at the December meeting on Smarter Balance.
- Request of a dashboard (review of where the school is in comparison to the framework).
- Meet on the budget deficit.
- Meet on expansion project.

Adjournment: E. Ohlenbusch adjourned the meeting at 8:08pm

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