

MINUTES

Robert Frost Public Charter School

May 2, 2018 – 6:00PM

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

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

Board Members present: Anastasia Burns, Cristina Campo, Angela Zakon, David Howes, Pat Farley, Tracy Strout, Amy Mahoney, Head of School Janine McLauchlan, via phone Ellen Ohlenbush,

Excused Absence: Nicki Sclama

Meeting called to order: 6:14

2: Meeting Business

- Acceptance of minutes from March 2018 meeting (2Min) (Note – No April 2018 meeting) Accepted without change
- Agenda review (5 min if necessary)

3: Administration - Monthly Snapshot by Janine McLauchlan

- Enrollment 39 still no change
- 2018-2019 44 student enrolled (three less than previously reported) still continuing to advertise
- Special services are still at 3 students
- State up to date and looking at end of year report
- Moving forward with state assessments and we are going them the week of May 14th at the Middle School.
- Staffing
 - Mr. Nutting has had great start
 - Working with two candidates for teachers still in process both have Montessori experience one is certified and both would have to relocate
 - Kathy Shackford starting Thursday the 10th
 - Substitute pool would be nice to grow this a bit
- Special Events
 - Forms of expression for third trimester project
 - Final visit from Believe in Books
 - Mobile will be in our parking lot every Tuesday during the summertime. Researching fun signage to go along with that.
 - Science fair is coming up and one 7th grader there 10:30-12:00- other kids in the class will also be going with corresponding project
 - Career Day we are still looking for people
 - Planters to [plant the seeds of kindness
 - Would like to do an annual appeal- draft of letter being handed out and revised

4: Finance Report

- Treasurer's Report – February 2018 Motion to approve February Treasurer's Report motion by David Howes and seconded by Cristina Campo: unanimous vote
- Treasurer's Report – March 2018
 - 3rd Q received three of four payments from state and REAP grant- submitted for 2018-2019 (actual ended up more for REAP) trending different every year but could change now that we have free and reduced lunch.

- Free and Reduced Lunch is included in the grant line one more payment of that in September
- New fundraising event has not been done (\$5,000). Potential ideas floating around to team up with PTA and have money going to the move or outfitting for the new space.
- Potential surveys to see what is important for programing
- Reducing electric potentially and working on propane quotes for pre-buying
hopefully reducing costs
- Biggest changes compared to prior year related to different space
- Motion to approve March Treasurer's Report made by Pat Farley seconded by Amy Mahoney Unanimous
- Review and approval of Form 990 as of year ended June 30, 2017 motion made to approve by Amy Mahoney and Seconded by David Howes: Vote Unanimous

5: Program Item

- Review and approval of hiring recommendations (2)
 - Motion to approve Neil Nutting as a classroom aide is made by Tracy Strout and seconded by Cristina Campos: vote unanimous
 - Motion to approve Cathy Shackford to be new third and fourth grade teacher is made by Pat Farley and seconded by David Howes. Start date 5/10/18 will continue out the year and plans on being here next year.
- Hiring/recruitment update
- Update & review of grades 3 & 4, status of transition
- Enrollment 2017/2018 – update if not covered in monthly snapshot
- Enrollment 2018/2019
 - Current status
 - Additional plans for recruitment of students
 - Classroom configuration
 - Based on enrolment current... keep classrooms as they are
 - K - 6
 - ½ - 15
 - ¾ - 14
 - 6,7,8 - 9 students
- Presentation of FY 2018/2019 draft budget for discussion
 - Rate per student goes up a little bit
 - Keno timing is unclear Janine will figure this out
 - REAP Grant based on 50% of received 2015
 - State grant is free and reduced with the new rate
 - Salaries are a big bump with the proposed for next year. Trying to get them somewhere in line with local SAUs. Classroom aides also looking for the full year
 - Workers Comp being bumped up due to a non-repetitive refund we received last year
 - D/O is being moved to Hanover, saving some money and getting better coverage. All renewal rates will moving forward will be the same date for renewals.
 - Insurer thinks that we will be around the same rate due to the market they are staying flat.
 - Will be presented at the June meeting again with more information
- Fundraising – Annual appeal & fundraising event
 - Yard Sale in the lawn behind the church similar weekend as the one that we have had before.
- State Reporting update
 - All covered above
- Update on state testing
 - Coming up in May, covered above
- PTA/Frost Parent group update
 - Finished maple fundraiser, went ok. 7/11 sale not well attended- home sales went better.
 - Flatbread event went well – banner up and 50/50 for cash and other prizes around too.

- Watch me Shine went really well
- ESSC transportation rate down
- Spirit week was super fun and very sweet
- Next week is the Teacher Appreciation Week with something special each day
- Board recruitment – update
 - Recruitment is super important right now as we have so many openings in June
 - State says minimum of 5, Bylaws say 7-9 we go with Bylaws
 - Left in June is Nicki Sclama, Tracy Strout, David Howes
 - Leadership MWV Candidates, Historical Society Board, Parents, and new parents coming in- ensuring that we are keeping the same balance
 - Questions came up regarding the transition for leadership and how we are going to move things forward.
- Policy Review 2018/2019
 - Moved to next month
- Employee Handbook 2018/2019
 - Moved to next month
- Student & Parent Handbook 2018/2019
 - Moved to next moth
- Upcoming events

6: Public Comment:

7: Non-public session: Employee & Contractual Matter

Pat Farley made a motion to go into non-public session according to RSA 91-A: 3, II for the consideration of personal and contractual matter. David Howes seconds this motion.

Vote: Unanimous

Roll Call Vote:

Christina Campo	-AYE
David Howes	-AYE
Amy Mahoney	-AYE
Angela Zakon	-AYE
Pat Farley	-AYE
Tracy Strout	-AYE
Anastasia Burns	-AYE
Ellen Ohlenbusch	-AYE
Janine McLauchlan	(ex-officio)

The board entered non-public session at 8:05pm

Pat Farley moved to move out of public session at 8:29pm. Anastasia Burns seconded the motion. VOTE:

Pat Farley made the 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. David Howes seconds the motion.

Vote: Unanimous

Roll Call Vote:

Christina Campo	-AYE
David Howes	-AYE
Amy Mahoney	-AYE
Angela Zakon	-AYE
Pat Farley	-AYE
Tracy Strout	-AYE
Anastasia Burns	-AYE
Ellen Ohlenbusch	-AYE
Janine McLauchlan	(ex-officio)

8: Summary and Action Items

9. Next Agenda:

- Training of new board members
- Employee handbook for 2018/2019
- Parent and student handbook for 2018/2019
- Policy Review for 2018/2019

10. Adjournment

Angela Zakon adjourned the meeting at 8:38

* 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.

*Academic Excellence * Operationally Sound * Financially Sound
Driving us towards the path of excellence
Data Driven Decision Making*