

Robert Frost Public Charter School
Special Board Meeting
September 18, 2017

9:15 AM

Attendance: Anastasia Burns, Pat Farley, Ellen Ohlenbusch, Angela Zakon and HOS Donald Germain

Excused Absence: Amy Mahoney, Melanie Sleime, Cristina Campo,

Call to Order: A. Zakon called the meeting to order at 10:10 am

Meeting Business

- Agenda Review

Program Items

- Enrollment Wait List 2017/2018: HOS Don Germain presented that we currently have 4 students on the waitlist across 1st, 3rd, 6th and 7th grade. One of the waitlisted students is a returning student and that is what drove the request for a Special Board Meeting to address the wait list status. Anastasia Burns asked if this student's spot was still available as they had originally planned to attend prior to the challenges with the location. It was discussed that that is not how enrollment is handled and spots are not held. Additionally enrollment for that cohort increased by one with a student returning when the expectation was that they may not return due to extenuating circumstances. Pat Farley asked what the impact would be if we were to bring all 4 students in off the wait list. Don Germain shared that the space at the new facility is tight and there are challenges, but if he needed to he could make it work. Angela Zakon asked how many students were in each grade combination. Don Germain presented the following breakdown and stated the school is functioning well:

1/2. - 12

3/4. - 15

5/6/7 - 10

K - 7

Don Germain suggested that the school review each application on the waitlist. Ellen Ohlenbusch cautioned the board that individual application review is not how the waitlists are processed and we should not speak about specific student's name or application. Angela Zakon thanked Ellen Ohlenbusch for that reminder. Ellen Ohlenbusch added that in the five years of the school's operation, the school has in the late August or early September timeframe set a cap for each classroom and that possibly that is the question that board should be addressing today. Pat Farley asked Don Germain how many students could each teacher effectively teach and manage. Don Germain stated that without space concerns his staff can and should be required to handle 18-22 students. The question was asked of Don Germain how many students could each

teacher handle in the current space. Don Germain made a recommendation of the following:

K- 12

1/2 - 16

3/4 – 16

Ellen Ohlenbusch asked how the staff would support this recommendation. Don Germain responded that it isn't perfect with the space concerns, but they would pull together and make it work. Angela Zakon stated that we can provide support to the staff as we move forward and we want them to feel supported which is why Don's insight is so important.

Motion:

With this recommendation Pat Farley made a motion to support open enrollment for the 1/2 and 3/4 classrooms supporting the wait list and allowing for additional students to enroll in those grades until they meet the 16 students caps. Seconded by Anastasia Burns (Unanimous)

Discussion continued around the 5/6/7 grade cohort and the ability to support a new student/s while simultaneously training a new teacher/staff member. Don Germain had concerns over the ability to successfully integrate students into these grade levels and at the same time have a new teacher starting after the school year began. He recommended that no additional students be added to that cohort during the new teacher's probationary period. The question was asked if this would be the case if we hired a new teacher next year. It was qualified that it is the special circumstances of not having training time prior to the school year beginning.

Motion:

Anastasia Burns made the motion to cap enrollment for the 5/6/7 grade level. Motion seconded by Ellen Ohlenbusch (Unanimous)

Public Comment

No Public Comment

Angela Zakon adjourned the meeting at 10:30am