

**Robert Frost Public Charter School  
Board Meeting Minutes  
6:00pm | November 7, 2016  
Robert Frost Public Charter School | 1675 White Mountain Hwy |  
Conway, NH 03860**

**Board Members Present:** Angela Zakon, Pat Farley, Head of School-Ellen Ohlenbusch, Amy Mahoney, Anastasia Burns and Jennifer Karnopp via the phone.

**Excused Absence:** Cristina Campo and Melanie Sleime

Amy Mahoney left the meeting at 6:41pm.

**Also in attendance:** Kelly J. Evans, Clerk

**Call to order:** A. Zakon called the meeting to order at 6:05pm.

**Meeting Business** (E. Ohlenbusch)

- **Acceptance of Minutes**
  - Add Angela Zakon, Board Chair called the meeting to order.
  - Remove the "welcomed the public" as there was no public present.
  - A.Mahoney made the motion to accept the minutes from the meeting on October 4, 2016 with the above edits. S. Burns seconded the motion. **VOTE:** Unanimous

**Agenda Review**

- The following agenda items will be addressed at the beginning of the meeting: Ski Program K-8, Conway PD Memorandum of Understanding, Enrollment 2017/2018 Admissions Packet, 2017/2018 Admissions Lottery Date, RFPCS Off-Site Travel Policy, Town of Conway RSA 674:54

**Administration**

- **Monthly Snapshot**
  - The school has had current candidates visiting the school as the elections near.
  - The Harvest Festival was a huge success as a closing to the first session of Outdoor Learning.
  - Curriculum night was well attended.
  - The school has developed a great partnership with the NH Arts Alliance, giving students access to various different types of artists.
  - The first project-based learning experience will focus on Health.
  - Parent-Teacher conferences were well attended and well received by parents (100% participation)
  - A new location for RFPCS' forever home has been secured!

## Finance Report

- A. Zakon presented the board with the current finances.

## Program Items

- **Ski Program K-8**
  - RFPCS will provide skiing for all grades K-8.
  - A. Mahoney made the motion to approve the 7<sup>th</sup> and 8<sup>th</sup> grade ski program at Cranmore Ski Resort. P. Farley seconded the motion. **VOTE:** Unanimous
  - S. Burns made the motion to approve the Kindergarten ski program at Cranmore Ski Resort. A. Mahoney seconded the motion. **VOTE:** Unanimous
- **Conway PD Memorandum of Understanding**
  - The purpose of this document is to set forth guidelines to ensure that the Police Dept. and RFPCS have a shared understanding of the roles and responsibilities of each to maintain school zone and safe school setting.
  - J. Karnopp made the motion to accept this document and present to the police and sheriff's department. A. Mahoney seconded the motion. **VOTE:** Unanimous
- **Enrollment 2017/2018 Admissions Packet**
  - P. Farelly made the motion to accept the Admissions Guidelines for the 2017/2018 school year. S. Burns seconded the motion. **VOTE:** Unanimous
- **2017/2018 Admissions Lottery Date: March 15, 2017**
  - A. Mahoney made the motion to accept the date of March 15, 2017 as the date for the 2017/2018 Admissions Lottery. S. Burns seconded the motion. **VOTE:** Unanimous
- **RFPCS Off-Site Travel Policy**
  - E. Ohlenbusch presented to the board the possibility of creating a plan to utilize staff and volunteers as a source of transportation for off-site school activities.
  - A. Mahoney made the motion to accept the Vehicle Safety Policy for employees. P. Farley seconded the motion. **VOTE:** Unanimous
  - J. Karnopp made the motion to move forward with a separate Vehicle Safety Policy for volunteers to be created by the insurance agent. S. Burns seconded the motion. **VOTE:** Unanimous
- **Town of Conway RSA 674:54 Notification of Governmental Land Use**
  - E. Ohlenbusch presented the board with a letter to the Conway Board of Selectman and Conway Planning Board.

- The purpose of this is to identify RFPCS as a governmental entity as far as land use.
- P. Farley made the motion to send this letter to the Conway Board of Selectman and the Conway Planning Board. S. Burns seconded the motion. **VOTE:** Unanimous

Amy Mahoney left the meeting at 6:41pm.

- **Enrollment 2016/2017 Increase**
  - Currently there has been an increase in enrollment for Kindergarten and also in Lower Elementary.
- **Property Construction Update**
  - There is currently a fence in the back parking lot that forms a lane for exit. It has been asked that the construction company widen the exit lane.
  - Safety concerns are constantly being monitored by school staff.
  - Ultimately the safety of students is the key focus.
- **Emergency Action Plan**
  - This is being reviewed every morning to make sure that any changes are noted, adjustments made and communicated properly to all staff.
- **REAP Grant**
  - RFPCS has received this grant again this year.
- **Frost Parent Group**
  - S. Burns gave an update on the Frost Parent Group.
  - Box Tops have gone out.
  - A Craft Event will take place on Dec. 3, 2016 that will include activities for the kids and also provide an opportunity for parents to shop for gifts through a silent auction.
- **Outdoor Learning: Wilderness Recreation**
  - This program has been well received by students so far!
- **Enrichment Programming**
  - The school has formed a partnership with the NH Arts Alliance.
  - Jam Band – Mountain Top Music
  - Music for Lower El with Mountain Top Music
- **1<sup>st</sup> Annual Turkey Trot**
  - This will take place on Nov.22, 2016

### **Public Comment**

- No public comment.

**Non-Public Session: Employee & Contractual Matter**

S. Burns made the motion to enter non-public session according to RSA 91-A: 3, II for the consideration of a personal and contractual matter. J. Karnopp seconded the motion. **VOTE:** Unanimous

**Roll Call Vote:**

Pat Farley	AYE
Angela Zakon	AYE
Jennifer Karnopp	AYE
Anastasia Burns	AYE

The board entered into non-public session at 7:30 PM.

P. Farley moved to move out of non-public session at 7:53 PM. S. Burns seconded the motion. **VOTE:** Unanimous

**Roll Call Vote:**

Pat Farley	AYE
Angela Zakon	AYE
Jennifer Karnopp	AYE
Staci Burns	AYE

S. Burns 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.

P. Farley seconded the motion. **VOTE:** Unanimous

**Next Agenda**

- Review documentation of votes

**Adjournment**

A.Zakon adjourned the meeting at 7:55pm