

Regional Board of Superintendents' Meeting
Northern Rhode Island Collaborative
640 George Washington Highway, Suite 200
Lincoln, RI 02865

Minutes

A regular meeting of the Regional Board of Superintendents was held at 640 George Washington Highway, Suite 200, Lincoln, RI, on **Tuesday, May 7, 2013.**

The following Board members were in attendance: Ms. Cylke, Dr. DiLullo, Ms. Fortunato, Mr. O'Brien, Dr. Pallotta, Ms. Smith, and Dr. Thornton, as well as Joseph M. Nasif, Jr., Interim Executive Director, Robert Wall, Director of Educational Services, and Craig Enos, Director of Administration. Guests: Adam Greenman of RI Afterschool Plus Alliance and Patricia Boucher of Bacon & Company.

I. Opening of Meeting:

The meeting was called to order at 12:30 pm by Chair, Georgia Fortunato, with a motion by Dr. DiLullo, seconded by Mr. O'Brien and carried by all.

II. Approval of Minutes:

A. Ms. Fortunato entertained a motion to approve the Regular Meeting Minutes of April 2, 2013, which was moved by Dr. Pallotta, seconded by Dr. Thornton, carried by all.

<u>Moved:</u>	Dr. Pallotta	<u>Approved:</u>	Ms. Cylke
<u>Seconded:</u>	Dr. Thornton		Dr. DiLullo
			Ms. Fortunato
			Mr. O'Brien
			Dr. Pallotta
			Ms. Smith
			Dr. Thornton

III. Old Business:

A. Discussion of Professional Development/Collaborative Planning

The Interim Executive Director, Mr. Nasif, updated the Board on the current professional development activities taking place such as the Drivers Ed Program for special education students taking place through mid-June in conjunction with CCRI. Also, our fourth Teacher Assistant class is currently taking place and CPI classes are also planned.

Mr. Robert Wall, Director of Educational Services, reported that information was sent to the Board regarding the Formative Assessment & Standards-Based Grading Evaluation Academy. Please let him know if the Superintendents have any interest.

B. Consider and possible vote on plan for Pathways to Graduation/Summer Programs Offering

Mr. O'Brien welcomed Mr. Adam Greenman of the RI Afterschool Plus Alliance to the meeting. Mr. Greenman is working with schools and afterschool programs to improve student success. Mr. Greenman distributed copies of "Northern RI Summer Math Ramp Up" and gave an overview of the plan for the Summer Math Camp. Mr. Greenman advised that the program will be for 8 days, 3 hours per day; transportation will be provided. He is hoping to bring in people from the business community who are willing to work with us. The goal is to provide a real world application to students and to apply those skills.

Mr. O'Brien advised that the space at Bryant University is no longer available due to a conflict, but RI College has agreed to provide the classroom space in the east wing near Building 6. Mr. O'Brien indicated that RIC is excited about the program and that they have also offered to do all research and funds to track students and the impact of the program. Mr. O'Brien will meet with them next Thursday. Mr. O'Brien is looking for a commitment from the districts and the number of students that will attend. Mr. Nasif did email a survey to all districts but did not receive responses from everyone. Ms. Fortunato distributed a copy of the survey results to the Superintendents present. A commitment was received from those Superintendents present from Burrillville, Cumberland, Johnston, Lincoln, North Providence, Pawtucket, and Smithfield. Mr. Nasif will email those Superintendents not present today.

Discussion took place regarding identifying students for the program, the program budget including stipends for RIC students, the stipend for the Director of the Summer School, and the stipend for the teachers. Mr. Nasif will post the position of Director of the Summer School on SchoolSpring.

Ms. Fortunato, Chair, entertained a motion to move forward and approve the plan for the Northern RI Math Summer Camp, which was moved by Dr. Pallotta, seconded by Dr. Thornton.

Discussion took place on the total budget for the program and if there is a need for any additional staff, such as secretarial services. Mr. O'Brien is trying to obtain the bulk of the funds from the RI Foundation grant. Mr. O'Brien also questioned if any students attending would require handicap accessibility.

After discussion, the plan was approved by all.

Moved: Dr. Pallotta
Seconded: Dr. Thornton

Approved: Ms. Cylke
Dr. DiLullo
Ms. Fortunato
Mr. O'Brien
Dr. Pallotta
Ms. Smith
Dr. Thornton

Mr. Greenman left the meeting at 1:10 pm.

C. Executive Director Search

Ms. Fortunato, Chair, reported that there are 15 applicants for the Executive Director position and suggested that a Screening Committee be formed in order to review and move forward. Ms. Fortunato asked the Board for volunteers to serve with her on the Screening Committee. Dr. DiLullo, Mr. O'Brien and Dr. Pallotta agreed. Ms. Fortunato also advised a

representative from the NRICEU should also be on the committee and that a meeting will be scheduled within the next couple of weeks.

Ms. Fortunato entertained a motion to move forward with the Executive Director search and the forming of a Screening Committee; the motion was moved by Dr. DiLullo, seconded by Dr. Pallotta and carried by all.

Moved: Dr. DiLullo

Seconded: Dr. Pallotta

Approved: Ms. Cylke
Dr. DiLullo
Ms. Fortunato
Mr. O'Brien
Dr. Pallotta
Ms. Smith
Dr. Thornton

D. Annual Meeting 2013

Mr. Nasif, Interim Executive Director, reviewed NRIC's Annual Meeting which was held in March and thanked everyone for their attendance.

The Board agreed to move Item E under New Business out of order to accommodate Ms. Boucher of Bacon & Company.

IV. New Business:

E. Audit 2011-12

Ms. Fortunato welcomed Patricia Boucher of Bacon & Company to the meeting to review the results of NRIC's Audit for 2011-12. Ms. Boucher reviewed the financial statements pointing out the total liabilities, net assets, revenue & expenses, cash flow, and the statement of functional expenses. Ms. Boucher also reviewed the Notes – Summary of Significant Accounting Policies and found no significant changes. She also reviewed the Report on Internal Controls. Ms. Boucher also pointed out their finding regarding Property and Equipment.

Discussion followed where Ms. Boucher entertained questions from the Board. Ms. Boucher left the meeting at 1:25 pm.

A. Evaluation Tools for Staff

Mr. Robert Wall reported that evaluation tools have been developed for various projects. Ms. Fortunato advised that the Board needs copies of the evaluations and tabled this item for discussion until June.

B. St. James School Lease 2013-2016

Mr. Nasif, Interim Executive Director, reported that he has met with Father Desaulniers of St. James Church regarding a 3-year lease with NRIC. The lease includes a 2% increase the first year with no increase for years 2 and 3. Mr. Nasif also reported that enrollment is increasing and the need for a strong facility and is therefore requesting the Board's approval of the 3-year lease.

Discussion followed regarding costs. Ms. Cylke requested the cost per square foot. Mr. Nasif will look into the cost per square foot.

Ms. Fortunato, Chair, entertained a motion to approve the St. James School Lease for 2013-2016, which was moved by Dr. DiLullo, seconded by Dr. Pallotta and carried by all.

<u>Moved:</u>	Dr. DiLullo	<u>Approved:</u>	Ms. Cylke
<u>Seconded:</u>	Dr. Pallotta		Dr. DiLullo
			Ms. Fortunato
			Mr. O'Brien
			Dr. Pallotta
			Ms. Smith
			Dr. Thornton

(Dr. Pallotta left the meeting at 1:30 pm).

C. Main Office Space and Need for Additional Classroom Space

Mr. Nasif, Interim Executive Director, reported that in order to reduce our rental costs at the Main Office, he met with Ralph Branca of RJB Properties, the owner of the building. The Main Office lease expires in January 2014. Mr. Nasif discussed the possibility of reducing the Main Office space due to unused space. Mr. Branca offered some options.

Ms. Fortunato, Chair, entertained a motion to move forward and consider a plan to reduce the Main Office space effective January 2014, which was moved by Dr. DiLullo, seconded by Dr. Thornton and carried by all.

<u>Moved:</u>	Dr. DiLullo	<u>Approved:</u>	Ms. Cylke
<u>Seconded:</u>	Dr. Thornton		Dr. DiLullo
			Ms. Fortunato
			Mr. O'Brien
			Ms. Smith
			Dr. Thornton

D. Board Meeting Schedule 2013-2014

Mr. Nasif, Interim Executive Director, reviewed the proposed Board Meeting Schedule for 2013-2014 and questioned the July and September meeting dates. It was suggested that the July meeting date be moved to July 16th and the September date be held on September 10th.

Ms. Fortunato, Chair, entertained a motion to approve the 2013-2014 Board Meeting Schedule as amended, which was moved by Dr. DiLullo, seconded by Dr. Thornton and carried by all.

<u>Moved:</u>	Dr. DiLullo	<u>Approved:</u>	Ms. Cylke
<u>Seconded:</u>	Dr. Thornton		Dr. DiLullo
			Ms. Fortunato
			Mr. O'Brien
			Ms. Smith
			Dr. Thornton

F. RIDE Early Childhood Standards

Mr. Robert Wall reported that per discussions with the Operating Committee, they have requested that the proposed RIDE’s Early Childhood Standards be brought to the attention of the Superintendents. Mr. Wall provided copies of “Early Childhood Leadership Meeting-May 6, 2013” to the Board. Mr. Wall indicated the Special Education Directors expressed concern with the unfunded mandate.

G. Rescinding Employment Non-Renewals for 2013-2014

Ms. Fortunato entertained a motion to rescind the employment non-renewals for the following certified staff for 2013-14:

- Muriel Bracken – Teacher
- Kathy O’Brien - .6 FTE Adaptive Phys. Ed. Teacher
- Erin Manchester - .8 FTE Occupational Therapist
- Claire Fortier - .8 FTE Speech Therapist

<u>Moved:</u>	Mr. O’Brien	<u>Approved:</u>	Ms. Cylke
<u>Seconded:</u>	Dr. Thornton		Dr. DiLullo
			Ms. Fortunato
			Mr. O’Brien
			Ms. Smith
			Dr. Thornton

V. Expense Warrants for April 2013

Ms. Fortunato entertained a motion to approve the Bills for April 2013, which was moved by Dr. DiLullo, seconded by Ms. Smith.

<u>Moved:</u>	Dr. DiLullo	<u>Approved:</u>	Ms. Cylke
<u>Seconded:</u>	Ms. Smith		Dr. DiLullo
			Ms. Fortunato
			Mr. O’Brien
			Ms. Smith
			Dr. Thornton

VI. Executive Director Report:

Nothing to report.

VII. Executive Session:

Nothing to report.

VIII. Information:

A. Teacher Assistant Training Class

A flyer was provided to the Board on the upcoming class.

With no further information to report, Ms. Fortunato entertained a motion to adjourn the meeting at 1:40 pm, which was moved by Dr. DiLullo, seconded by Ms. Cylke and carried by all.

Moved: Dr. DiLullo
Seconded: Ms.Cylke

Approved: Ms. Cylke
Dr. DiLullo
Ms. Fortunato
Mr. O'Brien
Ms. Smith
Dr. Thornton

Respectfully submitted,

Georgia Fortunato, Chair