

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

**Minutes**

A regular meeting of the Regional Board of Superintendents was held at 640 George Washington Highway, Bldg. B, Suite 200, Lincoln, RI, on **Tuesday, April 5, 2016.**

The following Board members were in attendance: Dr. Barnes, Dr. DiLullo, Dr. McGee, Mr. Mitchell, Dr. Pallotta, and Ms. Smith, as well as Joseph M. Nasif, Jr., Executive Director, and Craig Enos, Director of Administration. Guests: Benjamin Scungio, Esq., Lee Rabbitt of Pawtucket, Mike St. Jean of Central Falls.

**I. Opening of Meeting:**

In the absence of Chair, Georgia Fortunato, Dr. DiLullo, Vice-Chair, called the meeting to order at 8:01 a.m. with a motion by Dr. Pallotta, seconded by Ms. Smith and carried by all.

**II. Approval of Minutes:**

**A. March 1, 2016 Regular Meeting Minutes**

Dr. DiLullo entertained a motion to approve the Regular Meeting Minutes of March 1, 2016, which was moved by Ms. Smith, seconded by Dr. Pallotta, carried by all.

<u>Moved:</u>	Ms. Smith	<u>Approved:</u>	Dr. Barnes
<u>Seconded:</u>	Dr. Pallotta		Dr. DiLullo
			Dr. McGee
			Dr. Pallotta
			Ms. Smith

**B. March 1, 2016 Executive Session Minutes**

Dr. DiLullo entertained a motion to approve the Executive Session Minutes of March 1, 2016, which was moved by Dr. Pallotta, seconded by Ms. Smith, carried by all.

<u>Moved:</u>	Dr. Pallotta	<u>Approved:</u>	Dr. Barnes
<u>Seconded:</u>	Ms. Smith		Dr. DiLullo
			Dr. McGee
			Dr. Pallotta
			Ms. Smith

**C. March 24, 2016 Annual Meeting Minutes**

Dr. DiLullo entertained a motion to approve the Annual Meeting Minutes of March 24, 2016, which was moved by Dr. Pallotta, seconded by Dr. McGee, carried by all.

Moved: Dr. Pallotta  
Seconded: Dr. McGee

Approved: Dr. Barnes  
Dr. DiLullo  
Dr. McGee  
Dr. Pallotta  
Ms. Smith

### III. Old Business

#### A. Consider/discussion and possible vote on Revised Job Descriptions for Controller & Payroll Assistant

Mr. Nasif reported that these are the last of the job descriptions in the Main Office that have been reviewed and revised since 2005/2006. Mr. Nasif met with the individuals to review the accuracy and updated their duties. Mr. Nasif provided the revised copies to the Board and requested the Board's approval of the revised job descriptions.

Dr. DiLullo entertained a motion to approve the revised job descriptions for the Controller and Payroll Assistant. The motion was moved by Dr. Pallotta, seconded by Dr. McGee and carried by all.

Moved: Dr. Pallotta  
Seconded: Dr. McGee

Approved: Dr. Barnes  
Dr. DiLullo  
Dr. McGee  
Dr. Pallotta  
Ms. Smith

### IV. New Business:

#### A. Consider/discussion and possible vote on Lease Renewal Agreement—Donaldson Realty Fire Station/Storage 2016-2019

Mr. Enos reported that this facility has been used by NRIC for many years as storage and a workshop. Mr. Enos is recommending the lease renewal agreement for three years and advised that this is the first time in 10 years that we've had an increase in the rent.

(Attorney Ben Scungio arrived at 8:06 a.m.)

Dr. DiLullo entertained a motion to approve the lease renewal agreement for 3 years with Donaldson Realty for the Fire Station/Storage facility. The motion was moved by Dr. Pallotta, seconded by Dr. McGee and carried by all.

Moved: Dr. Pallotta  
Seconded: Dr. McGee

Approved: Dr. Barnes  
Dr. DiLullo  
Dr. McGee  
Dr. Pallotta  
Ms. Smith

**B. Consider/discussion and possible vote on Vehicle/Transportation Policies**

Mr. Nasif reported that regarding previous discussions of the leasing of vans for transporting of students to their job sites, these policies were revised.

Mr. Enos reported that language in the Vehicle and Transportation Policies were revised to reflect that Collaborative students are transported in vans and any other students can be transported in cars. The Director of Educational Services is responsible for this process. Mr. Enos also advised that there were no liability concerns identified according to The Trust and Attorney Scungio.

Dr. DiLullo entertained a motion to approve the revised Vehicle/Transportation Policies, which was moved by Dr. Pallotta, seconded by Dr. Barnes and carried by all.

Moved: Dr. Pallotta

Seconded: Dr. Barnes

Approved: Dr. Barnes

Dr. DiLullo

Dr. McGee

Dr. Pallotta

Ms. Smith

**C. Consider/discussion and possible vote on Audit Report 2014-15**

Mr. Nasif reported that there were no significant deficiencies identified in NRIC's Audit Report of 2014-15 thanks to Mr. Craig Enos and his staff. Mr. Nasif asked Mr. Enos to review the report.

Mr. Enos reported that our auditors, Bacon & Company, completed the audit financials for fiscal year ending June 30, 2015 with no findings cited. Mr. Enos reported our total liabilities and net assets of \$3,195,983 which is an increase of \$407,242 over fiscal year ending June 30, 2014.

(Mr. Mitchell arrived at 8:11 a.m.)

Mr. Enos reported that our grant revenue decreased by \$527,430 due to reductions in existing grants as well as some early childhood initiatives no longer being funded. Our tuition and services fees revenue increased by \$734,329 due to the increase in student population and an increase in the numbers of individuals served in our fee-for-service work with ORS. The total revenue, support and gains for fiscal year ending June 30, 2015 is \$8,286,707 which is an increase of \$172,776 over last year.

Mr. Enos reported that we had an increase in expenses of \$336,669 over fiscal year 2014 primarily in our program areas. The change in net assets for fiscal year 2015 is \$368,493.

Mr. Enos is requesting the Board's approval of the Audit Report for 2014-15 completed by Bacon & Company.

Dr. DiLullo entertained a motion to approve NRIC's Audit Report for 2014-15 which was moved by Dr. Pallotta and seconded by Ms. Smith.

Discussion took place regarding a possible operational surplus and Dr. Barnes suggestion to consider a purchase of a new handicapped van next year if the surplus continues. After discussion, the above motion was carried by all.

Moved: Dr. Pallotta  
Seconded: Ms. Smith

Approved: Dr. Barnes  
Dr. DiLullo  
Dr. McGee  
Mr. Mitchell  
Dr. Pallotta  
Ms. Smith

**D. Consider/discussion and possible vote on Board Meeting Schedule 2016-17**

Mr. Nasif reviewed the new Board Meeting Schedule for 2016-17 and requested the Board's approval.

Dr. DiLullo entertained a motion to approve the new Board Meeting Schedule for 2016-17 which was moved by Dr. Pallotta, seconded by Dr. Barnes and carried by all.

Moved: Dr. Pallotta  
Seconded: Dr. Barnes

Approved: Dr. Barnes  
Dr. DiLullo  
Dr. McGee  
Mr. Mitchell  
Dr. Pallotta  
Ms. Smith

**V. Personnel:**

**A. Retirement of Elyse Forte, Teacher Assistant**

Dr. DiLullo entertained a motion to approve the retirement of Elyse Forte, Teacher Assistant, which was moved by Dr. Pallotta with regret, seconded by Dr. McGee and carried by all.

Moved: Dr. Pallotta  
Seconded: Dr. McGee

Approved: Dr. Barnes  
Dr. DiLullo  
Dr. McGee  
Mr. Mitchell  
Dr. Pallotta  
Ms. Smith

**VI. Expense Warrants for March 2016**

Dr. DiLullo entertained a motion to approve the Bills for March 2016, which was moved by Dr. Pallotta, seconded by Mr. Mitchell, carried by all.

Moved: Dr. Pallotta  
Seconded: Mr. Mitchell

Approved: Dr. Barnes  
Dr. DiLullo  
Dr. McGee

Mr. Mitchell  
Dr. Pallotta  
Ms. Smith

**VII. Executive Director Report:**

**A. Annual Meeting**

Mr. Nasif reported on the success of our 30<sup>th</sup> annual meeting with 127 people in attendance. We dedicated the meeting to our students and to the memory of Robert Guillette, NRIC's first Executive Director. We plan on a few things with Mr. Guillette's family for next year's meeting. Mr. Nasif advised the portfolios were distributed as a thank you.

**B. General Information**

Mr. Nasif reported that another Teacher Assistant Training Program is scheduled to begin in May. Mr. Nasif advised that we have trained over 150 teacher assistants over the past year.

Ms. Lee Rabbitt, Assistant Superintendent in Pawtucket, advised of their need for Substitute Teacher Assistants and asked if we could let those in the class know. Mr. Nasif advised that he would mention it at the next class. Mr. Enos also advised that we can email past attendees of the TA classes if a district has a need for substitutes.

**VIII. Executive Session:**

**Move into Closed Executive Session pursuant to Chapter 42-46-5(a) 1,2,&5 of the General Laws of the State of Rhode Island for legal advice related thereto:**

. Nothing to report

**IX. Information:**

Dr. DiLullo congratulated everyone on a great job with the Annual Meeting.

With no further information to report, Dr. DiLullo entertained a motion to adjourn the meeting at 8:23 a.m., which was moved by Ms. Smith, seconded by Dr. Pallotta and carried by all.

Moved: Ms. Smith  
Seconded: Dr. Pallotta

Approved: Dr. Barnes  
Dr. DiLullo  
Dr. McGee  
Mr. Mitchell  
Dr. Pallotta  
Ms. Smith

Respectfully submitted,

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Dr. Bernie DiLullo, Vice-Chair