

**Paul Cuffee School
Minutes of the Board of Trustees Meeting
March 15, 2012**

A meeting of the Board of Trustees of the Paul Cuffee School was held on March 15, 2012 at the Paul Cuffee Elementary School in Providence, Rhode Island.

Present: Su Almeida, Darline Berrios, David Burnham, Russell Carey, Tom Chen, Allyn Copp, Stefano Crema, Keith Mathews, Alex Molina, Maria Monteiro, Joop Nagtegaal, Martha Newcornb, Leanne Nyalchoon, Dorothy Patrick, Carolyn Pemberton, Babak Taleghani.

Excused: John Cariati, Dorothy Fields, Philip Gould, Robert Kelley, Ana-Ccciiia Rosado, Earl Smith

Paul Culfee Staff Present: Jonathan Conklin, Becky Coustan, Michael Obel-Omia, Nell Sears.

The meeting was called to order at 6:15 p.m. with a moment of silence. President Joop Nagtegaal began by welcoming everyone to the meeting. He remarked on recent educational issues in Rhode Island.

Approval of Minutes

The minutes of the January 9, 2012 meeting of the Board were approved unanimously with corrections note The motion to approve was made by Dorothy Patrick and seconded by Maria Monteiro.

Head of School Report

Mr. Obel-Omia reviewed several items from his report, circulated to the Board in advance of the meeting. He noted recent student participation and accomplishment in a variety of activities and competitions; the active engagement of a number of MAT student teachers in classrooms; the recent national recognition of Marlon Mussington as by the National Association for Sports and Physical Education as the recipient of the 2012 Unsung Hero award; and several other items of interest. He reported still no word from RIDE following the January charter renewal visit, and he provided an update on the progress of the Annual Fund. The staff and faculty participation in the Fund is extraordinarily high, and the important of one hundred percent participation by the Board was reiterated. Michael concluded his report with an admissions update. There were questions for Michael and discussion among the Board.

COMMITTEE REPORTS

Finance Committee

Babak Taleghani delivered the report of the Finance Committee. He reviewed the operating budget results to date and the forecast for the remainder of the year, as well as the discussion had by the co regarding enrollment management. A motion was made, by Martha Newcomb, to approve the recommendation of the Finance Committee that the School open a Short Term Asset Management Account with Citizens Private Bank and Trust with an initial investment of \$1.5 million of Board Designated Reserve finds within the parameters of a six-eighteen month time horizon invested in Treasuries, agencies, and corporate bonds with a minimum credit rating of AA. Dave Burnham seconded the motion and it was approved unanimously.

Committee on Trusteeship & Governance

Maria Monteiro and Stefano Crema delivered the report of the Committee. They noted that the Committee is working on position descriptions for the Officer positions and continuing to work on transition of Board leadership given the officer terms ending later this year. There was also discussion of creating an Annual Board Committee Meeting Calendar and the process of Board member evaluations. Members of the Board engaged in a discussion regarding the institutional policy on background criminal investigations.

Committee on Human Resources

Carolyn Pemberton delivered the report of the Committee. She commented on the teacher evaluation process currently being developed.

Committee on Plant & Property

Russell Carey delivered the report of the Committee. He reported on the Committee's discussion with a representative of the Narragansett Bay Commission regarding the construction which will be taking place adjacent to the lower school. Related to that construction project, Joop moved that the School grant to the Narragansett Bay Commission a permanent easement for a sewer line 200 to 250 feet below grade in the area of the original parking lot of the former Living Room property in consideration for \$500. The motion was seconded by Babak and passed unanimously.

NECAP Scores and Search Update

Nell Sears presented to the Board the NECAP score results from last fall's testing process. The results were very positive and demonstrated the quality of instruction and learning taking place at the School. Members of the Board thanked and applauded Nell, Suzie and Becky and all of the teachers and staff and students for their hard work and the steady progress being made. Michael provided the Board with an update regarding the searches ongoing for academic heads for the lower and middle schools, with appointments anticipated later in the spring. There were questions for Michael and Nell and discussion among the Board.

New Business

There was no new business.

Adjournment

Babak Taleghani moved to adjourn. Allyn Copp seconded. The meeting adjourned at 8:30 pm.

Respectfully submitted,

Russell C. Carey, Clerk

