

**Paul Cuffee School
Draft Minutes of the Annual Board of Trustees Meeting
September 20, 2012**

A meeting of the Board of Trustees of the Paul Cuffee School was held on September 20, 2012 at the Paul Cuffee Elementary School in Providence, Rhode Island.

Present: Su Almeida, David Burnham, Darline Berrios, Russell Carey, Tom Chen, Allyn Copp, Stefano Crema, Dorothy Fields, Philip Gould, Robert Kelley, Keith Mathews, Leeds Mitchell, Alex Molina, Maria Monteiro, Martha Newcomb, Dorothy Patrick, Carolyn Pemberton, Gisele Polanco, Earl Smith.

Excused: John Cariati, Babak Teleghani

Paul Cuffee Staff Present: Michelle Bush, Jonathan Conklin, Becky Coustan, Nancy Cresser, Michael Obel-Omia, Wendy Randle.

The meeting was called to order at 6:10 p.m. with a moment of silence. President Russell Carey began by welcoming everyone to the meeting and asking everyone to introduce themselves for the purposes of acquainting new Board members and staff. Following introductions, Russell talked about his experience with the school, both as parent and Board member and expressed his appreciation for the work of past Board presidents, Joop Nagtegaal and David Burnham.

Approval of Minutes

The minutes of the June 21, 2012 meeting of the Board were approved unanimously. The motion to approve was made by Dave Burnham and seconded by Carolyn Pemberton.

Head of School Report

Mr. Obel-Omia highlighted several items from the Head of School report that was included in the meeting materials. He reviewed information regarding the number of applicants seeking admission as well as attrition rates. He updated the Board on the search for the new Director of Institutional Advancement and the work to rebuild the website. The three principals talked about the start of the new school year at each respective campus. There were questions for Michael and the principals and discussion among the Board members. Michael will share the recently released science NECAP scores once the staff has a chance to review in detail. Michael will be traveling to DC again this year as part of Race to the Top team.

COMMITTEE REPORTS

Finance Committee

Jon Conklin gave the report of the Finance Committee. He highlighted specific items requiring Board approval which were shared with the Board prior to the meeting. He reported on work associated with the EPA grant for the playground and repairs to the elementary school building. Following a question and answer period, Su Almeida moved that the Board approve a transfer of \$125,000 from the Board Designated Reserve-Capital Replacement to operating cash. The motion was seconded by Martha Newcomb and was approved unanimously. Carolyn Pemberton moved and Su Almeida seconded the motion to approve up to \$25,000 be transferred from

the Board Designated Reserve-Capital Replacement. The motion was unanimously approved by the Board. Keith Mathews moved that \$40,000 be transferred from Board Designated Reserve- Capital Replacement to operating cash. Martha Newcomb seconded and there was unanimous approval. Jon also presented the 2012-2013 budget, which Philip Gould moved approval. Carolyn Pemberton seconded the motion and it was approved unanimously.

Committee on Trusteeship & Governance

Stefano Crema delivered the report of the Committee. He discussed the Board Self-evaluation that he'd emailed to all Board members prior to the meeting. He reported its purpose and how the Committee on Trusteeship and Governance (CoTaG) would utilize the information collected from the survey. In addition, CoTaG members will be attempting to connect with every Board member, perhaps meeting for coffee or lunch. He reported on the goals of the CoTaG for the year and urged other committees to develop their own yearly goals. CoTaG will ensure that each member is assigned to a Board committee. Russell mentioned the letter that all Board members received from the state Ethics Commission; the forms are to be completed and returned.

Human Resources

Carolyn Pemberton delivered the report of the Human Resources Committee. The Committee is reviewing and updating policies and procedures as needed. A key focus is increasing the number of diverse applicants for all positions. Carolyn had suggested several methods for outreach and recommended a small subcommittee be formed to address the matter. Su Almeida recommended that Committee members unable to travel to committee meetings be enabled to participate via conference call.

Presentations

Wendy Randle presented the new teacher evaluation system and noted that many of the elements already exist at the Paul Cuffee School. Michelle Bush shared her experiences sailing on the tall ship, Gazela Primeiro, and subsequent activities related to her participation. There was a brief discussion about collaborative opportunities with the Oliver Hazard Perry Rhode Island tall ship.

New Business

There was no new business to be brought before the Board.

Adjournment

Carolyn Pemberton moved to adjourn. Keith Mathews seconded. The meeting adjourned at 8:25 pm.

Respectfully submitted,

Maria G. Monteiro, Clerk