



**RINI Middle College Charter High School
Board of Trustees
August 1, 2013**

MEETING MINUTES

The Open Session of the Rhode Island Nurses Institute Middle College was called to order at 4pm on the above date at Women and Infants Hospital, South Pavilion, Auditorium 1, 101 Dudley Street, Providence, RI, pursuant to the applicable provisions of the Open Meetings Act, so called, and other APPLICABLE SECTIONS OF THE General Laws of the state of Rhode Island as amended.

Board Members Present: Nancy McMahon, Manuela Raposo, Lynne Dunphy, Annette Fonteneau, Donna Policastro, Mike Paruta, Cindy Scott, David Becker

Excused: Ruth Ricciarelli

Staff Present: Pam McCue, CEO, Keith Oliveira, COO, Sue Crotty, CFO and Mike Abney Business manager

1. Meeting called to order at 4:00pm by Michael Paruta. A quorum was established.

2. Presentation of Minutes of Open Session of May 2, 2013

On motion of Donna Policastro and seconded by Nancy McMahon, the present Board members unanimously voted to accept the minutes of May 2, 2013.

3. Adjournment to Executive Session

On motion of Michael Paruta and seconded by Nancy McMahon, the present Board members unanimously voted to move into Executive Session pursuant to 42-46-4 and 42-46-5(a)(5) of the Rhode Island General Laws for the discussion or consideration related to the acquisition or lease of real property for public purposes.

Michael Paruta called the Open Session back to order at 4:25pm.

Vote to Seal Minutes of Executive Session Pursuant to Sections of 42-46-5 of the Rhode Island General Laws.

On motion of Donna Policastro and seconded by Lynne Dunphy, the present Board members unanimously voted to keep confidential all matters discussed in the Executive Session and to seal those minutes

4. Administrative Reports

- On motion of Donna Policastro and seconded by Annette Fonteneau, Pamela McCue, RN, MS, the present Board members unanimously voted to appoint Pamela McCue, RN, MS, as Chief Executive Officer of the Rhode Island Nurses Institute Middle College as of July 1, 2013
- Ms. McCue gave the CEO report (attached). She also included an update that the Middle College was securing a partnership with the URI film department to create a promotional film and possible college course. Ms. McCue further reported that The League of Charter Schools held their annual retreat and there was discussion at that meeting for providing professional development for many of the Charter Boards. Lastly Ms. McCue recommended to the board the appointments of several key staff members and new faculty
 - Chief Operating Officer: Keith Olivera
 - Chief Financial & Human Resource Officer: Sue Crotty & Mike Abney
 - Director: Mary Caporelli (Building Level Administrator K-12)
 - Teachers: History- Daniel Brown, Math- Robin Murray, Science- Amy Salomone, Spanish- Loureana Soares, Student Support Services/Social Worker- Peter Lee

On motion of Donna Policastro, seconded by Manuelas Reposo, the present Board members unanimously voted to accept these recommendations and new appointments.

- Finance Report (attached) – Sue Crotty informed the board that the financial report was an unaudited closing of the 2012-2013 budget with the year ending in strong financial position. Discussion ensued on looking at investment options and relooking at the staff salary structure and creating possible performance incentives.

5. Old Business

- Board Policy Committee – Discussion of the Board Bylaws and status: Pam McCue reported that this is a work in progress and she is working closely with our attorney. She informed the board that once a draft is prepared, it will go back to the subcommittee for feedback/review. An updated draft, recommended by the subcommittee, will be presented to the board at a later meeting.
- Discussion of status of revision to RINIMC Employee Manual- Pam McCue, working in collaboration with the attorney are proving recommended revisions, and this will go also go back to the subcommittee for feedback and review. An updated draft, recommended by the subcommittee, will be presented to the board at a later meeting.

6. New Business

- Discussion of Board Member Responsibility: As a nonprofit board and school committee the board has several key responsibilities in its governance of the Middle College. Several charter schools that were just granted charter renewals also had some recommendations from the Board of Education regarding board governance. Matt Plain, the Board's attorney, will present at the next meeting to review these responsibilities. It was also discussed that a separate board or committee could be created to take on fundraising responsibilities and that the board should meet once a month during. Michael Paruta suggested that these items be put on the agenda for next board meeting.
- Board Member Term Dates: David Becker will transition off the board this month. Mike asks board members to think of others to join. Cindy Scott will no longer occupy the

student nurse seat. New PTA president can occupy RINI Parent seat. Future discussion: do we want to amend the Charter Agreement to re-designate board seats? Pam McCue and Matt Plain to bring recommendation to next board meeting.

- Board Seat Designation: Pam McCue informed that board seats were determined as part of the charter. Any changes to these seats would have to be a charter amendment. Mike Paruta suggested that we discuss this with Matt Plain at a future date for his guidance and recommendations..
- Personal/Sick Date Employee Policy: Pam McCue proposed an updated and amended policy for better accountability and more in line with other charter schools/public schools practices. The proposed policy allows for 10 sick days, 2 personal days with no accrual. Three consecutive sick days would require a MD or APRN note. On motion of Donna Policastro, seconded by Nancy McMahan, the policy was unanimously approved.

7. Announcements for the good and welfare of the organization

- Donna Policastro informed the board that she and Pam McCue have been invited do a presentation on the Middle College for the Pennsylvania Nurses Association. They are very interested in this model and its goals.
- Mike Paruta announced that Susan Hasmyler (Robert Wood Johnson Senior Nursing Advisor) is conducting a site visit September 11 and 12, 2013. Her visit includes a tour of the RINI Middle College.
- CEO of American Nurses Association will be in RI in October and will tour RINI Middle College.

8. Open public comment period: no public comments

Michael Paruta publicly thanked David Becker for his service and commitment as a member of the Board of the RINI Middle College. This was David Becker's last board meeting.

9. Adjournment:

On motion of Donna Policastro, seconded by Nancy McMahan ; it was unanimously voted to adjourn at 5:55pm.