



Board of Trustees Meeting Agenda September 26, 2013

MEETING MINUTES

The Open Session of the Rhode Island Nurses Institute Middle College was called to order at 5:00pm on the above date and 150 Westminster Street in Providence, RI, pursuant to the applicable provisions of the Open Meetings Act, so called other APPLICABLE SECTIONS OF THE General Laws of the state of the Rhode Island as amended.

Board Members Present: Mike Paruta, Cindy Scott, Annette Fonteneau, Ruth Ricciarelli, Nancy McMahon, Manuela Raposo

Excused: Donna Policastro, Lynne Dunphy

Staff Present: Pam McCue, CEO, Sue Crotty, CFO, Mike Abney, Business Manager, Keith Olivera, COO, Mary Caporelli, Administrator

- 1. Meeting called to order at 5:04pm by Mike Paruta. A quorum was established.**
- 2. Presentation of Minutes of Open Session of August 1, 2013**

On motion of Nancy McMahon and seconded by Annette Fonteneau, the present Board members unanimously voted to accept the minutes of August 1, 2013.

3. Adjournment of Executive Session

On motion of Michael Paruta and seconded by Nancy McMahon, the present board members voted unanimously 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.

Nancy McMahon called the Open Session back to order at 5:35pm.

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

On motion of Nancy McMahon and seconded by Annette Fonteneau, the present Board members unanimously voted to keep confidential all matters discussed in the Executive Session and to seal those minutes.

4. Administrative Reports

- Pamela McCue gave the CEO Report (attached). She also included that **XXXXXX**

- Ms. McCue notified the Board that Rebecca Delbarone has resigned as Math teacher. RINIMC is working toward finding a replacement.
- Ms. McCue reported that the Adult CNA program with Lifespan (working with Alexis Devine) is going well. The program began this summer with the first cohort scheduled to finish soon. The second cohort is scheduled to begin in late October. She also reported that all program expenses, including her time, are covered by the grant.
- Ms. McCue addressed the NECAP results that were announced this morning. NECAP tests are administered twice per year. 11th graders will be tested in October (Math and English). Last Spring the 11th graders are tested on 9th and 10th grade Science. RINIMC 11th graders did not perform well on this portion of the NECAP. A Performance Improvement Plan has been developed and is in place to address the noted gap in the current science curriculum that is primarily focused on biology and anatomy as this is a Nursing focused high school. The NECAP science scores will not affect student graduation status.
- Sue Crotty presented the Finance Report (attached). Ms. Crotty reported that she and Mike Abney solicited and received three bids from potential auditors to audit last year's books. The bids were reviewed and discussed with Donna Policastro, Board Treasurer, resulting in the recommendation to work with Aaronson Lavoie Streitfeld Diaz and Company. This company has been in business for over 40 years, has experience working with Charter Schools, and the lowest bid (under \$12,000). They will audit 2012-2013 financial year.

On motion of Annette Fonteneau, seconded by Ruth Ricciarelli, the present Board members unanimously voted to accept this recommendation.

5. Old Business

- Board Policy Committee – Discussion of the status of Board Bylaws and RINIMC Employee Manual. Policy Committee needs to review the revised Bylaws and Employee Manual and will bring recommendations to the October 31 Meeting.

6. New Business

- School Wide Plan-Discussion/Action Item (attached)- Mary Caporelli introduced the Plan which needs to be submitted to the Department of Education by October 1, 2013. Mike Paruta suggested adding a mechanism to track the progress of each goal/objective.

On motion of Ruth Ricciarelli, seconded by Manuela Raposo, the present Board members unanimously voted to accept the Strategic Plan as presented.

7. Announcements for the good and welfare of the organization

8. Open public comment period- no public comments.

9. Adjournment:

On motion of Nancy McMahan, seconded by Manuela Raposo; it was unanimously voted to adjourn at 6:05pm.

Any changes in the agenda will be posted on RINIMC's web site, at the school, at the meeting location, and will be electronically filed with the secretary of state at least forty-eight (48) hours in advance of the meeting.

Any person(s) needing an interpreter, a copy of the minutes, or any other accommodation should notify the RINIMC Board Secretary at RINISecretary2013@gmail.com at least two days prior to the meeting.

