



**Rhode Island Nurses Institute
Middle College
Charter High School**

**Rhode Island Nurses Institute Middle College
Board of Directors Meeting
August 19, 2016
8:30am-10:00am
Meeting Minutes**

The Open Session of the Rhode Island Nurses Institute Middle College was called to order at 8:30 am on the above date at 150 Washington Street, 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: Angela Patterson, Gerald Williams, Mary Sullivan, Charles Alexandre, Anita Creamer, Debra Brown, Julian Drix,
Excused: Jody Jencks, Kimberly Bissell, Jane Williams

Staff Present: Pamela McCue, CEO, Mike Abney, CFO, Keith Oliveira, COO, Colleen Hitchings, CAO

1. Call to order
Dr. Patterson called the meeting to order and established a quorum.
2. Discussion/vote to approve June 10, 2016 meeting minutes
On motion of Dr Alexandre, seconded by Ms. Brown, the present board members unanimously voted to approve the meeting minutes of June 10, 2016.
3. Discussion/vote to approve agenda and disclose any conflicts of interest
On motion of Dr Sullivan and seconded by Ms Creamer the present board members approved the agenda and no conflicts of interest were noted.
4. Open Public Comment Period
None provided
5. Chair's report
No report at this time
6. CEO Report
Mrs McCue provided the following information to the Board

RI Career Readiness Initiative

Governor Raimondo has made job creation a high priority which requires building the skills for the future high demand jobs. In concert with RIDE, the state allocated funding to begin the work this summer. Specifically, it has allowed funding for

- 4 educators to serve as fellows this summer. Elizabeth (Kelly) Dwyer, RINI mathematics teacher was chosen and currently serves in this capacity
- Convening an advisory group of education and industry professionals to guide this work. Ms McCue informed the board that she had been asked and has been serving on this committee.

RINI was presented as one such model to the advisory group at a July meeting
RINI will continue to be active participants and leaders in this important work.

RINI Hosting CTE Board

RINI will host the CTE Board and Trust on September 16th from 9-11am. Dr Patterson will provide greetings to the Board and Trust members and invite them to tour the Middle College.

RINI highlighted in National Webinars

Ms McCue informed the board that she participated in a national webinar hosted by the Center To Champion Nursing presenting RINI as an example of a STEMM curriculum model to diversify the nursing workforce. The webinar was held on June 30th and it was recorded.

Ms McCue also participated in a similar webinar hosted by Jobs For The Future held in mid-August. She again presented the RINI model.

RINI participated in the 12th Annual Back to School Celebration where children receive free school supplies. RINI had a table at Nathanael Greene Middle School and McCoy Stadium. Students and families received information about RINI and were given small “RINI” tissue packets for their back packs.

RI Action Coalition

Ms McCue informed the board that RINI has been working with the Embracing Diversity Workgroup of the RIAC on two initiatives;

The Advancing RI Health Career Education Summit

Designed for middle school and high school mathematics teachers, science teachers, guidance counselors, and school principals to inform them of;

- The specific health career opportunities that are in high demand.
- The skills and educational pathway needed to fill these roles, including curriculum pathways.
- Specific pedagogies and skills that can be taught and integrated immediately into real classroom settings
- Mentorship, internship, and immersion practices that are promising and effectively preparing students for careers in healthcare.

This summit is planned for November 15th

Summer Camp for Middle School Students

- Planned for next summer
- Camp will run for 2 weeks and involve 2 cohorts of students

- Goals are to develop an interest in nursing early
- Continue academic work and thinking through the summer

Donations

Care New England has generously donated;

\$1000 scholarship money for the 2017 graduates

\$1000 donation to support the Summer Camp for Middle School Students

i. Academic Report

Ms McCue deferred to Mrs Hitchings to present the Academic Report

PARCC Scores

Mrs Hitchings informed the board that PARCC scores will be released next week. The PARCC tests were given last year whereas the 10th graders took the ELA and 10th and 11th graders took the Mathematics tests. Mrs. Hitchings informed the board that this was the second year of PARCC testing required of the state. Although the first year many of RINI students' parents "opted out of the test", this second time around, the majority took it. That being said, students and families did not necessarily take these tests seriously because they no longer are a state mandated graduation requirement. Also, Mrs Hitchings relayed to the board that RINI has a unique disadvantage because the tests are given in 10th grade and our model begins in 10th grade, therefore the scores do not reflect teaching and learning at RINI and are mainly the result of the teaching and learning from students' previous district schools. RINI, however is held accountable for the scores and ranked as a school because of them. Mrs Hitchings, said she has looked at the scores and they are low which was not a surprise, however having students enrolled in 9th grade will allow RNI to improve on these scores. That is the goal-all RINI students to be proficient in these tests.

RINI Graduates at URI

Mrs Hitchings informed the board that she and Mrs McCue had a meeting with the new Dean and members of the nursing faculty at URI. The meeting was held to discuss RINI graduates who are currently attending URI. There are currently 23 students at URI majoring in nursing. The discussion involved an exchange of ideas on how to foster greater collaboration with RINI and URI to ensure a seamless transition and adjustment for students.

Student Enrollment Fall 2016

Mrs. Hitchings informed the board that the school will have full enrollment of 272 students this academic year and that there continues to be a waiting list of about 100 students.

During the week of August 23rd, new student orientation was held for all 9th and 10th grade students (about 100 students). The week went very well and students learned more about RINI and had some fun as well. The 9th graders seemed well adjusted to the experience.

New Faculty Hires

Mrs. Hitchings informed the board that new faculty members were hired over the summer including a new 9th grade faculty team.

Mr Williams inquired about the diversity of the teaching staff, indicating that this is important and essential to the success of the school. Mrs McCue affirmed that ensuring diversity among the faculty and staff of the Middle College is a priority. Mr. Williams requested that this

information be shared with not only the board but listed on the website for parents and students. Mrs McCue stated that she will provide more detailed information to the board and that she will update the website with this information.

ii. Financial Report

Ms McCue deferred to Mr Abney to present the financial report.

Annual Audit

Mr Abney informed the board that RINI is currently undergoing its audit of the last fiscal year and that it should be completed by the September or October board meeting. A full report will be given then.

Funding Formula

Mr Abney informed the board that the General Assembly passed a funding formula that did not have as significant reduction in funding as the Governor proposed in her budget, but was not the formula that we had been advocating the last days of the session. Therefore, the budget that this board passed in late June was based on the best information at the time (which was the end result) but not what we had been hoping for. It is anticipated that this formula will result in a decrease of approximately \$135K in income for the budget year 2016-2017.

First Quarter Billing

Mr Abney informed the board that this first quarter we were able to bill our full enrollment for the first time of 272.

Construction Costs

Mr Abney informed the board that Mr Oliveira will give a detailed account of the construction activities over the summer, however he wanted to notify the board that construction costs have been with budget projections thus far. The upgrades in technology and security that were done over the summer will not be included in the build-out costs but added on to the monthly lease payments which is approximately \$5000 per year. Mr Abney recognized Mr. Oliveira for doing a great job on this over the summer.

Staffing Budget

Mr Abney informed the board that Mrs. Hitchings did an outstanding job hiring talented people and stayed within the projected budget.

iii. Building Report

Mrs McCue deferred the building report to Mr. Oliveira

Mr Oliveira informed the board that the build out on the 3rd and 4th floors was completed within 6 weeks and within budget thus far. Preparation began before school ended in June. All classrooms (furniture, file cabinets, etc.) had to be moved from the 335 Westminster Street building to 150 Washington Street and stored. Build out over the summer consisted of

- Creation of a 9th grade environmental science classroom
- Creation of a suite for student support services
- Faculty restrooms
- Expansion of the nursing lab

- Build out of a new 3rd floor cafeteria
- Build out of a vestibule near 3rd floor elevators.
- Ensure wireless and telephones are added and coordinated with extensions
- Install donated science equipment and lab furnishings
- Add sinks to bio and nursing labs

Mr Oliveira informed the board that on top of the build out, summer maintenance was accomplished that included painting classrooms, offices, and hallways on the 4th floor, cleaning rugs, floors and windows on both floors. Ms McCue added and applauded Mr Oliveira for coordinating all this within a very short time frame.

7. New Business

I. Ms. McCue for recommended the following appointments of faculty for the academic school year 2016-2017;

- i) Lisa Granier English Teacher
- ii) Christine Meirinho Portuguese Teacher/Building Substitute
- iii) Patula James English Teacher
- iv) Sarah Boyajian Biology Teacher
- v) Erin Parker Science Teacher
- vi) Allison Jewell Social Studies Teacher
- vii) Darla Hannagan Literacy Specialist
- viii) Sabrina Rosalino Social Worker

On motion of Dr Sullivan, seconded by Ms Creamer, the present board members unanimously voted to approve Ms McCue's recommended appointments.

Mrs. McCue recognized Mrs. Hitchings for doing an outstanding job coordinating and carrying out the hiring process over the summer. Mrs. McCue informed that board that she was very excited to welcome these new members to the RINI team.

II. Ms McCue informed the board that the following individuals submitted their resignation. Ms McCue recommended to the board the acceptance of these resignations. Ms McCue stated that all left on very good terms with the school and that she wished them well.

- i) Zachary Quaratella Social Studies
- ii) Deoshore Haig Social Worker
- iii) Carlton Bradshaw Literacy Specialist
- iv) Josh Karten Technology
- v) Lisa Carpentier English
- vi) Cynthia Forte Math Coach

On motion of Ms Brown, seconded by Mr Williams, the present board members unanimously voted to accepted Ms McCue's recommendation to accept the resignations.

8. Announcements for the good and welfare of the organizations

None provided

9. Adjournment On motion of Dr Alexandre, seconded by Mr Drix, the present board members unanimously voted to adjourn the meeting at 9:45am.