

**West Bay Collaborative
Board of Directors
Operating Committee Meeting
October 17, 2012**

Minutes

The meeting of the Operating Committee was held at the Collaborative's main office, 144 Bignall Street, Warwick, RI, on Wednesday, October 17, 2012. The meeting was called to order at 9:45AM by Director Convery.

Board Members Present:

Mr. Michael Convery, Superintendent	Coventry
Ms. Cheryl Coogan, Representative	Cranston
Dr. Richard D'Agostino, Acting Superintendent	Warwick
Ms. Lisa Vargas-Sinapi, Representative	Providence

Others Present:

Ms. Karen Ostroff, Executive Director	West Bay Collaborative
Mr. William Capron, Business Manager	West Bay Collaborative

Agenda Item I: Approval of Minutes

A. July 9, 2012 - motion to approve:

<u>Moved:</u>	Dr. D'Agostino	<u>Approved:</u>	Mr. Convery
<u>Seconded:</u>	Ms. Coogan		Ms. Coogan
			Dr. D'Agostino
			Ms. Vargas-Sinapi

B. August 22, 2012 – request by Board to edit minutes as presented to reflect Board's decision to review administrative salaries in June, 2013.

Motion to approve as amended:

<u>Moved:</u>	Dr. D'Agostino	<u>Approved:</u>	Mr. Convery
<u>Seconded:</u>	Ms. Coogan		Ms. Coogan
			Dr. D'Agostino
			Ms. Vargas-Sinapi

II: Executive Director's Report

No votes were taken.

III. Old Business

- A. Approval of Changes to West Bay Collaborative By-Laws: Tabled for further legal advice.
- B. Personnel: Approval of Resignations, Transfers, New Hires
Motion to approve:

<u>Moved:</u>	Ms. Coogan	<u>Approved:</u>	Mr. Convery
<u>Seconded:</u>	Ms. Vargas-Sinapi		Ms. Coogan
			Dr. D'Agostino
			Ms. Vargas-Sinapi

IV. New Business

A & B. No votes required.

- C. Financial Update/Annual Budget
The Annual Budget proposal was presented for approval by Business Manager, Bill Capron.

Motion to approve:

<u>Moved:</u>	Ms. Coogan	<u>Approved:</u>	Mr. Convery
<u>Seconded:</u>	Dr. D'Agostino		Ms. Coogan
			Dr. D'Agostino
			Ms. Vargas-Sinapi

Adjournment

The meeting adjourned at approximately 11:00AM.

Respectfully submitted,

Karen G. Ostroff
Executive Director