

**West Bay Collaborative  
Board of Directors Special Meeting  
February 2, 2016  
9:30 AM**

**Minutes**

This regular meeting of the West Bay Collaborative Board of Directors was called to order by Chair, Karen Tarasevich at 9:00 AM.

Board Members Present:

Michael Convery, Superintendent	Coventry
Jeannine Nota-Masse, Superintendent	Cranston
Brian Quigg, Representative	Providence
Philip Thornton, Superintendent	Warwick
Karen Tarasevich, Superintendent	West Warwick

Board Members Absent:

Dr. Paul Lescault, Superintendent	Scituate
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Others Present:

Karen Ostroff, Executive Director	West Bay Collaborative
Shane McConnell, Director of Special Education	West Bay Collaborative
Erin Hughes, Assistant Director of Special Education	West Bay Collaborative
Bill Capron, Business Manager	West Bay Collaborative

**I. Approval of Minutes**

a. Minutes of December 15, 2015

Approved unanimously on a vote of 5-0.

Moved: Mr. Convery  
Seconded: Ms. Nota-Masse

Approved: Mr. Convery  
Ms. Nota- Masse  
Mr. Quigg  
Mr. Thornton  
Ms. Tarasevich

**II. Report of the Executive Director**

Executive Director, Karen Ostroff, presented updates on student enrollment, new district involvement, and quarterly reports from program directors.

### III. Old Business

- a. Summer programming provisions and needs were discussed.
- b. Changes to personnel were approved on a vote of 5-0.

Approved unanimously on a vote of 5-0.

Moved: Mr. Thornton  
Seconded: Mr. Convery

Approved: Mr. Convery  
Ms. Nota-Masse  
Mr. Quigg  
Mr. Thornton  
Ms. Tarasevich

- c. Updated information of West Bay's Wilson Reading initiative was presented. New workshops will be held this spring; needs for 2016-17 were solicited.
- d. Business Manager, Bill Capron, reminded Directors of the Student Loan Forgiveness program available to all employees via West Bay and AESA. He agreed to re-send pertinent paperwork to each Director.
- e. Discussion was held regarding the move of West Bay's main office to 222 Metro Boulevard in Warwick. Mr. Capron shared a break-out of costs and provisions at the new site. Directors were invited to tour the new facility later in the week.

### IV. New Business

- a. The Board designated one additional representative to the RISSA Executive Committee. The three West Bay representatives are Phillip Thornton, Michael Convery, and Karen Tarasevich.
- b. Information was shared regarding the availability of shared itinerant service providers.
- c. The new Collaborative Pawtucket Program was profiled for the Directors, and all were welcomed to visit.
- d. West Bay has become the fiscal agent for Graduate RI, another state-wide initiative in which our Adult Education staffers are involved.
- e. Ms. Ostroff shared information about West Bay's application to become a provider of advanced coursework via the new RIDE initiative. More information will be available if our application is successful.

**V. Executive Session**

**Closed session pursuant to Chapter 42-46-5(a) 1&2 of the General Laws of the State of Rhode Island.**

No Executive Session took place.

**Adjournment**

The meeting was adjourned at 10:30 AM, on a vote of 5-0.

Moved: Ms. Nota-Masse

Seconded: Mr. Convery

Approved:

Mr. Convery

Ms. Nota-Masse

Mr. Quigg

Mr. Thornton

Ms. Tarasevich

Respectfully Submitted,



Karen G. Ostroff  
Executive Director

MINUTES APPROVED AT 4/5/2016 MEETING