



Segue Institute for Learning

Where ALL Students are "AT PROMISE"

325 Cowden Street – Central Falls, RI – 02863

Phone – (401) 721-0964 * Fax – (401) 721-0984 * Website – SegueIFL.org

Angelo Garcia – Founder/Head of School

Board of Directors Meeting

Monday, May 13, 2013

Minutes

Board Members Present: J. Brown, J. Cohen, L. Rios (Chair), D. Rathier, T. Ristiano-Siegel, L. Schechtman, J. Setaro

Board Members Absent: N. Hoffens-Vargas, V. Ibarra

Staff Members Present: M. Ackerman, A. Garcia, J. Gravina, A. Manocchio, A. Swanson

Call to Order: 5:38 PM

Segue Email Tutorial

J. Gravina (Director of Technology/Information Systems) presented to the Board an email tutorial (key addresses are Board@SegueIFL.org and Staff@SegueIFL.org) and an overview of Google Applications.

- **Email** – A key communication tool at Segue.
- **Drive** – Shared documents are all found here.
- **Calendar** – Works like any other calendar.
- **Sites** – Class sites are found here. All of the websites that have been created by Board members or shared with Board members by other members or staff members are found here.
- **Segue In-House Website:** This is where all the documents shared within the School are found, including policies, announcements, and procedures.

Approval of Minutes

D. Rathier motioned to approve the minutes from the April Board meeting. L. Schechtman seconded. A. Garcia (Head of School) reminded J. Cohen (Secretary) that minutes are records of the meeting's conversations, and as such are never "drafts" even without Board approval, and should never be saved or disseminated with a "DRAFT" watermark.

Head of School Report

A. Garcia (Head of School) presented a report to the Board on the following topics:

- **Academics:** A much higher percentage of students are up-to-date in their portfolio work as of the May meeting than as of the prior meeting in April: now 95% of students are up-to-date with their portfolio work. Students rallied to complete the Science NECAP.
- **Emergency Evacuation and Shut-Down Procedures:** Segue has upgraded the security system (and now has external cameras). The School has practiced lock-down and shut-down drills, which have been emotionally challenging for some students. Segue is aware of this and has deployed clinicians to check in with students after the drills.
- **Student Recruitment for School Year 14:** Segue is no longer accepting students who transfer in as 8th grade students. It distresses the flow of the whole school and is a difficult year for a new student to adjust to a new school. [A student might seek to transfer to Segue in 8th grade if that student recently moved to Central Falls, has siblings who already attend the school, is struggling for one reason or another at the current school, or moves in with relatives already attending Segue].



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- **Charter Renewal:** Action steps are required from Segue staff and Board members regarding the Charter Renewal report, which is due to the Rhode Island Department of Elementary and Secondary Education by Friday, May 31.
- **Mediation Requested:** Segue has requested mediation support in communicating with a parent of a student regarding individual student needs and strategies, interventions, and supports that would be most appropriate to support that student. **Summer School:** Summer school will not be offered at Segue this summer.
- **Segue Building Needs:** An ad-hoc committee needs to meet to begin to support the Head of School and Director of Finance/Operations around building decisions.
 - J. Setaro will co-chair this ad-hoc committee with A. Garcia (Head of School). J. Cohen, T. Ristiano-Siegel, and A. Manocchio (Director of Finance/Operations) will sit on the ad-hoc committee and support.

Finance Committee: Quarterly and Proposed Budget

J. Cohen and A. Manocchio (Director of Finance/Operations) presented an update from the Finance Committee and the Director of Finance in the form of the Quarter Three (Jan-Mar) financial report and the proposed School Year 14 Budget. J. Cohen reviewed for the Board the process implemented by the Finance Committee for the development and review of the School Year 14 Budget.

The Finance Committee and A. Manocchio have worked together to launch a more comprehensive procedure for drafting, reviewing, and approving the annual budget. For School Year 14, A. Manocchio put out requests to Department Directors for projected expenses, which were then reconciled with projected revenues by A. Manocchio and A. Garcia (Head of School), and presented to the Committee for review alongside the budget for School Year 13, as well as the Year to Date expenses and revenues (budgeted and actual) for the date of review at the request of the Committee. The Committee reviewed the budget and asked numerous questions which informed the presentation to the full Board. This process will be enhanced for School Year 15 and beyond.

J. Cohen and A. Manocchio responded to questions regarding budget allocation for substitute teachers (budgeted for the same expenses at School Year 13 but not displayed distinctly because the cost is still lumped in with overall teacher salaries), professional development (which costs are associated with which programming), and revenue and expenditure increases for School Year 14 (driven by increased tuition reimbursements from both State and District sources). J. Cohen motioned to approve the School Year 14 Budget. D. Rathier seconded the motion.

Segue Renewal

The Charter Renewal Report is due to the Rhode Island Department of Elementary and Secondary Education by Friday, May 31. L. Rios (Chair) will upload the document to the Segue Google Drive by Monday, May 20 so that Board members can review and provide commentary.

Wellness Policy

At the last meeting J. Setaro agreed to chair the Segue Wellness Committee along with M. Kerwin (Fitness/Health Teacher). An initial meeting was set but M. Kerwin had to cancel. J. Setaro and M. Kerwin are required to meet before the end of the year so there can be a formal second read of the Segue Wellness Policy. With respect to communication from the Police Department regarding a local sex offender, J. Setaro has confirmed that the Police Department is taking responsibility for contacting nearby residents.



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Board Retreat Discussion

The Board has set a tentative date for a retreat/work session, which will be held on Saturday, July 20, from 8:00 AM to 12:00 PM. Agenda and location details are forthcoming.

Board Leadership

V. Ibarra is stepping down from the Board, creating a vacancy. D. Rathier intends to step down from the Board at the conclusion of the School Year, which will create a second vacancy. L. Rios (Chair) reminded Board members of the importance of recruiting new members to support the work of the school.

Public Comment

There will be a fundraiser at Central Falls High School on Thursday, May 16 at 7:00 PM to raise funds to support the library and school sports programs. The event will feature a Taiwanese acrobatic group.

Adjournment:

Meeting was adjourned at 7:19 PM; L. Schechtman motioned to adjourn. J. Setaro seconded.

Minutes approved on:

Date

Lucy Rios, Board Chair

Date

Jesse Cohen, Board Secretary