

Segue Institute for Learning

Where All Students Are At Promise

BOARD MEETING MINUTES

Date: Monday, April 8, 2013, 5:30 PM – 7:00 PM
Board Members Present: J. Brown, J. Cohen, N. Hoffens, V. Ibarra, D. Rathier, L. Rios (Chair), L. Schechtman, J. Setaro
Board Members Absent: Tia Siegel
Staff Members Present: A. Garcia (Head of School), M. Ackerman, J. Gravina, M. Kerwin, A. Larner, A. Manocchio

MEETING OPENING

CALL TO ORDER

The meeting was called to order by L.Rios at 5:41pm.

NOTE ATTENDANCE

Attendance was noted and has been compiled above.

REVIEW AGENDA

APPROVE MINUTES

Review of minutes postponed to the close of the meeting. Minutes for the Board Meeting on Monday, March 11 were reviewed with no changes. D. Rathier motioned to approve, J. Setaro seconded the motion. Minutes were approved with no opposition.

SPECIAL BUSINESS

The Board formally welcomed Jessica Brown as a new Board member, approved on Monday, March 11, for her first meeting on Monday, April 8.

MONITORING AND ACCOUNTABILITY

HEAD OF SCHOOL REPORT

- **Portfolios and Promotion.** Segue mandates that students maintain and compile a comprehensive portfolio of their work in middle school, which is also a preparation for high school. This year, Segue plans to retain students who have not completed their portfolio requirements by the end of 8th grade. As of April 8, 64 students will need to attend school over April vacation to work on their portfolios. The students who have been working diligently on their portfolios are faring very well and submitting quality work, but several students are not completing their requirements. Accommodations and modifications are being made for students with IEPs and 504 Plans. Last year, 3 students did not walk the stage at graduation because of outstanding incomplete portfolio assignments. The 6th grade students are highly engaged in their portfolio work and the 7th grade students are nearly as focused, but the 8th grade students are slipping.
 - D. Rathier sought clarification that the work load for portfolios increases from grade level to grade level. A. Garcia (Head of School) confirmed that this is the case.
 - The Board asked to be kept informed regarding the progress of the 8th grade students towards their portfolio goals.
- **Segue Scholars Summit.** The Segue Scholars Summit will take place in May. More details are forthcoming.

ACTION

SEGUE EMAILS

Mr. Gravina presented the Board with information regarding their new Segue email addresses, all of which are currently active. Log-in information was distributed. Ongoing technical support questions can be directed to Mr. Gravina. Going forward, Board members will need to access these email addresses regularly as email communication to personal email addresses will cease. The Board thanked Mr. Gravina for his clear presentation and helpful information.

FINANCE COMMITTEE REPORT

In past years the Board has approved the annual school budget following inquiry and scrutiny, but has not always taken a sufficiently active role in crafting budgetary policy. In order to address this going forward, the following timeline has been developed to include more Board oversight regarding the budget creation process:

- **March and April:** A. Manocchio (Director of Finance/Operations) will put a request to department directors for budget requests and proposals.
- **April:** A. Manocchio drafts a budget for School Year 14 (2013-2014) with oversight from A. Garcia (Head of School).
- **May:** A. Manocchio presents the budget proposal to the Finance Committee on Monday, May 6 for questions and review. Questions will be answered and feedback will be addressed.
- **May:** The Finance Committee, along with A. Manocchio, will present the proposed budget to the full Board for review and questions, leading up to an eventual vote (date to be determined).

This involvement in the budget planning process by the Finance Committee is a substantial increase from past years and will be enhanced for the School Year 15 planning process.

PERSONNEL COMMITTEE REPORT

L. Schechtman presented the Evaluation Tool for the Head of School. It is a comprehensive review of the Head of School's work at Segue and will be administered as an online survey. Target participation is 8-10 individuals, ideally including a minimum of 2 Board members, 2 teachers or staff members in the school, and 2 parents. The full timeline for the Evaluation will be available once the survey is live. The Board approved the use of the survey evaluation tool, so the survey will go live immediately. The Board appreciates the considerable amount of time L. Schechtman and A. Garcia (Head of School) devoted to creating this tool.

AD-HOC GOVERNANCE WORKING GROUP REPORT

The Ad-Hoc Governance Working Group met on Saturday, April 6 to discuss the practices and operating procedures of the Board with a focus on increasing effectiveness around leadership and oversight of academic and financial affairs in strong collaboration with school administration. N. Hoffens read the meeting minutes to the Board.

- **New Committee Structure.** In order to more effectively delegate work across the Board and ensure the school is providing a rigorous academic experience for students and persisting as a viable institution, the following standing committees (working titles) were proposed for School Year 2014.
 - **Academic Achievement.** To be chaired by the Board Chair, this committee will work with school leadership to ensure students are provided a rigorous academic experience.
 - **Personnel.** To be chaired by the Vice Chair, this committee will oversee all matters pertaining to personnel, including but not limited to staffing needs, the creation, termination, and modification of positions, and the evaluation of the Head of School.
 - **Finance and Building/Operations.** To be chaired by the Treasurer (when secured), the Standing Finance committee will take on the additional responsibilities of the Ad-Hoc Building Committee and continue to drive policy

- around financial oversight, buildings and grounds, and non-academic school operations.
- **Nominations and Governance.** To be chaired by the Secretary, the Ad-Hoc Nominations Committee will be reformed as a standing committee focused on ensuring that the Board is an effective, highly functional body with sound governance practice and policies and practices for identifying, nominating, and orienting new Board members.
- **Board Member Position Description.** Building off of the work of A. Garcia and G. Rivera, J. Cohen further developed the draft of the Board Member Position Description that was reviewed, edited, and endorsed by the Ad-Hoc Governance Working Group. It was presented to the Board for a first read.
- **Communication Procedure.** Going forward, two weeks before Board Meetings the Chair will distribute draft minutes from the prior month's meeting for review and will call for agenda items. One week before the meeting the Chair will present a draft agenda and again call for agenda items. The chair may send a final reminder 1-2 days before the meeting. The Chair will not send emails regarding attendance or a quorum. It will be the responsibility of Board members to contact the Chair in advance to send notification of a planned absence.

SEGUE WELLNESS COMMITTEE

In compliance with Rhode Island Department of Elementary and Secondary Education requirements, Segue must establish a school subcommittee on Health and Wellness and establish school policies by May. Mr. Kerwin presented the policies and procedures Segue has been using so far that have been borrowed from other schools and districts to serve as models of best practice. Going forward, Segue's Health and Wellness Committee will meet annually to review and implement policies for the school.

- Per RIDE requirements, a Board member must chair this committee, comprised of a physical education teacher, a school nurse, an administrator, and a Board member (who will serve as chairperson).
 - J. Setaro will serve as the Board representative and chair of the committee, and will work with Mr. Kerwin to form the committee and its operating policy and scope.

SEX OFFENDER NOTIFICATION

The Central Falls Police Department has notified Segue that a registered sex offender has moved to a residence near Segue. To the best knowledge of the Segue administration, no other charter schools or school districts take it upon themselves to independently distribute that information and rely on corresponding police departments and city/town government to share that information with families. The administration is working to determine if the Central Falls School District deviates in any way from this operating procedure. The Board actively discussed what responsibilities fall to the school and what additional measures would be appropriate, and decided that this would be one of the first agenda items to be reviewed by the newly formed Health and Wellness Committee.

PUBLIC COMMENT

No public comments were voiced.

ADJOURNMENT

L. Schechtman motioned to adjourn the meeting at 7:05 PM and Vladimir seconded the motion. With none opposed, the meeting adjourned at 7:05 PM.

PREPARATION OF MINUTES

Minutes were prepared and respectfully submitted by J. Cohen.

Minutes approved on:

Date

Lucy Rios, Board Chair

Date

Jesse Cohen, Board Secretary