



# 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 Minutes

Monday, November 18, 2013

5:00 – 7:00 PM

### **Call to Order**

Meeting was called to order at 5:00 PM by Lauren Schechtman.

### **Roll Call**

Secretary to the Board called each member's name. Present were: Jessica Brown, Jesse Cohen, Nelly Hoffens-Vargas, Lucy Rios, Tia Ristaino-Siegel, Lauren Schechtman, and James Setaro. Segue staff members present were: Angelo Garcia, Ann Manocchio, Melissa Lourenco, Carlos Miranda, Mary Ackerman, and Grace Rivera. Guests present were: Nora Meah and Drew Allsopp from RIDE.

### **Approval of Meeting Minutes**

—Monday, October 21, 2013

Motion to approve by: Nelly Hoffens-Vargas

Second by: Tia Ristaino-Siegel

All members were in favor of approving minutes as presented without opposition. Minutes were unanimously approved.

### **Reports and Presentations**

- *Head of School*

Mr. Garcia starts his report by congratulating Ms. Ristaino-Siegel on her recent election to the Central Falls City Council. Ms. Rios asked Mr. Garcia when is the Segue Showcase, which will start at 6:00 pm on 12/13.

First quarter report cards were distributed, 100% of students returned theirs signed by a parent. Segue had only one (1) student with a failing grade for this quarter. The first parent-teachers conferences were held, 74% of 6<sup>th</sup> grade parents attended, 63% 7<sup>th</sup> grade parents attended, and 44% of 8<sup>th</sup> grade parents attended their children's parent-teacher conference. Furthermore, 68% of overall parents participated in Survey Works. Around 10 of those students are sibling groups. Still working on increasing these numbers and we are working on re-scheduling grade specific meeting with families in particular 8<sup>th</sup> grade co-hort. Staff is currently on their second cycle of Food for Thought with scholars.

STAR assessments are in their second round and almost completed. Intervention groups continue to use data to plan supports and interventions for students. Students are monitoring their own progress.

Staff evaluation meetings/academy were very successful. Ongoing contributing teacher/staff observations established. Teachers are going into each other's classrooms and sharing feedback regularly. This process is overseen by Mrs. Lourenco and Mrs. Boule. The sub-group for evaluating non-teaching staff continues to meet. A timeline and protocol have been established as well as a rubric to use.

Ongoing work with community agencies such as Sojourner House, Provider Group insurance company and Junior Achievement (JA). Ms. Girard has coordinated with JA volunteers from each grade. The school also continues its partnership with the College Crusade. A new Crusade Advisor has joined the staff and will be working closely with our students.

First quarter after school programs (ASP) met from September 1 to October 24, Monday/Tuesday and Wednesday/Thursday from 4:15 to 5:30 p.m. A total of 5 ASP were available for students, with 20 students per each program. Students were allowed only to participate in one program and had to be in good academic and social standing



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in order to participate. Programs offered were: Photoshop (technology), Sidewalk Superstars (art), Chorus (music), Segue Spotlighters (theater), and Soccer (sport). A total of 101 students participated in these programs.

The second quarter of ASP began in October 28 until January 16, running the same days and times as the first quarter. For this quarter a \$500 stipend has been offered to staff as an incentive to stay longer in the day and serve in a ASP. This does not include Homework Club, Weekend Warriors or Photoshop. Currently we have nine (9) ASP, including Photoshop: Keyboarding (music), Student Government (community), Boys Basketball (sport), Girls Basketball (sport), Photoshop (technology), Comedy Improv (theater), Fashionistas (art), Yearbook (technology), and Chorus (music). Total student participation in this quarter is 154.

In addition to the above-mentioned ASAPs we have 7 after school homework clubs that meet once a week for two hours from 3:30 to 5:30 p.m. (Three of these are 6<sup>th</sup> grade focused). Another program being offered is Homework Club for students who need that extra help with homework and can work with a teacher or staff. Students currently served on the following days are: Mondays (8); Tuesdays (20); Wednesdays (13); and Thursdays (21), totaling 62 students served.

Another program been offered to scholars is the Weekend Warriors, which is a ten week program meeting on Saturday mornings for students to work on their Math and Literacy skills and the Drop-In Work Center where students can stop by and finish any assignment that they were not able to finish during the regular school week. We are currently serving 28 student for Math and Literacy and 7 students for Drop-In. This number changes weekly depending on need.

Segue's Dinner Program is offered to all our students as part of our ASP. Dinner is served between 3:30 – 4:15 pm along with our Food-for-Thought program. The whole student body partakes in this program during after school hours twice a week. Program is primarily for students to engage in literacy and math activities.

### *Other highlights:*

- Witches Woods field trip was a total success, over 80 students participated.
- Segue's athletic program remains strong we have boys/girls basketball team with 60 students participating. A track team is being considered for next spring before starting baseball. Looking into a grant for this program.
- Had a successful Flu Clinic doing over 80 inoculations.
- Picture Day was the previous week, all but 7 students had their picture taken. Retakes are in December. Staff also had their picture taken.
- Ongoing facilities work/completions. Building continues to be utilized by outside community groups/private schools.
- Upcoming events are: Thanksgiving Dinner (November 19<sup>th</sup>), Segue Showcase (December 13<sup>th</sup>), State House performance (December 13<sup>th</sup>), Basketball Tournament (March 2014).

### • **RIDE Office of Transformation and Charter Schools (TCS)**

Discussion on Board response to RIDE's Additional Renewal Requests

Nora Meah from RIDE's TCS office briefly went over the two conditions to Segue's 5 year renewal. The submission due date is December 1<sup>st</sup>. Ms. Meah distributed among members letter with additional requests. These additional documents should be submitted electronically to Ms. Meah by due date. A discussion ensued among members with RIDE representatives regarding this latest request. After this discussion, RIDE representatives left meeting at 5:45 p.m.

### • **Finance Committee**

The Finance Committee met on Monday, November 4, 2013 to revise bank reconciliation statements of the operating checking account through September 30, 2013. Conversely, payables and receivables have been reviewed until November 1, 2013. Furthermore, the school's auditors are currently conducting the audit. The committee provided board members with a copy of the quarterly financial report for Quarter 1 for fiscal year 2014, for the months of August, September and October. Revenues and expenditures are in line with the budget for this quarter. It was noted that



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Segue has not been reimbursed by Medicaid for students that qualify for support services, which explains why that line in Quarter 1 is blank. The amount for this entry is \$75,000. It was also noted that currently there is not a separate expenditure item line for expenses incurred associated with the Annex building beyond standard maintenance and repairs. The committee will make a recommendation to the board either in December 2013 or January 2014 meeting on how to best account for these expenses in the budget and what funds would be made available to finance major repairs.

Since its last meeting, the Finance Committee and Segue management are considering breaking into several contracts the work for Lead Abatement and therefore securing a set of contractors after not been able to secure a second bid for a full contract. This is a particular large undertaking for a small firm and it is too small for a large company to undertake. Only a certain amount of companies in Rhode Island are qualified to perform this type of work.

- **Academics Committee**

Ms. Lucy Rios read the committee's policy and stated that the committee would participate in discussions over the school's curriculum, academic initiatives and assessments. It would also review and make recommendations concerning the Schoolwide Innovations plan and monitor its goals progress. It will also participate in discussions pertaining to changes in the school's academic program and participate in discussions regarding data and standardized testing results. Lastly, it would disseminate this information to the Board of Directors and the Segue community. The committee plans on meeting quarterly. Ms. Girard and Mrs. Lourenco provided highlights pertaining to the STAR assessments, letters sent to parents with individual student reports and placement decisions based on findings. An amendment was made on how often the committee would report out and it was agreed that the committee would report quarterly. A motion was made by Mr. Cohen to accept the amendment. The motion was second by Mrs. Schechtman and their being no opposition the amendment was approved by the board. Next committee meeting has been scheduled for December 11 at 9:00 am.

- **Nominations and Governance Committee**

This committee's report was moved before the HOS goals report due to two board members having to leave the proceedings. Board members voted separately for the following candidates: Tabitha Elefsiades, Marc Harrison, Maggie Rivera, and Jeffrey Wentzell. Mr. Cohen and Mrs. Hoffens-Vargas provided the board with a brief description for each candidate. The following motions were made to accept each candidate proposed:

—Tabitha Elefsiades

Motion made by: Ms. Ristaino-Siegel

Second by: Mrs. Brown

Unanimous Vote – Motion passed

—Marc Harrison

Motion made by: Mr. Setaro

Second by: Mrs. Brown

Unanimous Vote – Motion passed

—Maggie Rivera

Motion made by: Mrs. Brown

Second by: Mr. Setaro

Unanimous Vote – Motion passed

—Jeffrey Wentzell

Motion made by: Ms. Rios

Second by: Ms. Ristaino-Siegel

Unanimous Vote – Motion passed



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The new board members will come to the December 2 meeting. Mr. Garcia and Ms. Rivera will provide new board members with a brief orientation. Mrs. Hoffens-Vargas and Ms. Ristaino-Siegel left the proceedings at 6:30 p.m. but board still has quorum and can continue.

• **Personnel Committee: Head of School Goals**

Lauren Schechtman distributed to board members the revised version of the Head of School Evaluation Policy and Timeline for a second read. Mrs. Schechtman asked the board to dispose of the previous version. These goals will be vetted at the next board meeting in December 2013. Mrs. Schechtman will email document to board members prior to their next meeting

• **Presentation by Mr. Carlos Miranda, Segue’s SAFE Team Director**

Mr. Miranda provided a copy of the newly revised Emergency and Evacuation Plan. He mentioned that this was originally provided by the Central Falls Police Department and Segue adapted and made some changes to accommodate it to our school’s particular needs. He walked through the plan and highlighted several points such as eliminating the Codes when in an intruder situation. Explained also was where students and staff would need to go in the event of a situation where they would have to abandon school premises. Board members inquired if these locations and the plan have been communicated to student’s parents to which Mr. Miranda indicated it would be somehow communicated.

**New Business**

- Nominations of new board members
  - This was moved after the Academics Committee report to accommodate two board members departure.
- Amendment of Finance Committee Policy
  - Two items were submitted for first read – recommendations should be emailed to Mrs. Manocchio prior to board meeting
    - Finance Committee Policy – highlighted proposed change, adapt as manual and needs vote from board
    - Procurement Policy

**Meeting adjournment**

Motion by: Lucy Rios

Second by: Jessica Brown

Unanimously approved. Motion passed.

Meeting was adjourned at 7:12 p.m. by Mrs. Schechtman.

Minutes approved by:

Minutes taken by: \_\_\_\_\_  
Grace M. Rivera

\_\_\_\_\_  
Board Co-Chair

Approved on: \_\_\_\_\_  
Date

Next Board Meeting: Monday, December 2, 2013 – 5:30 p.m.