



# 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 Monthly Meeting Minutes

Monday, April 7, 2014

5:30 – 7:00 PM

### Call to Order

Mr. Cohen called the meeting to order at 5:35 p.m. establishing a quorum with six board members present.

### Roll Call

Mr. Cohen called each board member, the following members were present:

Mr. Jesse Cohen, Ms. Tabitha Elefsiades, Ms. Lucy Rios, Mrs. Tia Ristaino-Siegel, Ms. Maggie Rivera, Mr. James Setaro and Mr. Marc Harrison (came in at 6:31 pm). Segue staff present: Mr. Angelo Garcia, Mrs. Ann Manocchio, Ms. Linda Blair, Mr. Jeff Miskiewicz, Ms. Amanda Larner and Ms. Grace Rivera.

Members Absent: Mrs. Jessica Brown, Mrs. Lauren Schechtman, Mrs. Nelly Hoffens-Vargas, and Mr. Jeffrey Wentzell.

### Approval of Meeting Minutes

- Monday, March 10, 2014

Members were provided with a few minutes to read the minutes. Afterwards there being no edits, Ms. Rios made a motion to approve the minutes as presented, Ms. Elefsiades seconded the motion. There being no opposition, motion passed. Minutes of March 10, 2014 were unanimously approved.

### Staff and Committee Reports

#### Head of School

Academics – A group of scholars who need extra academic support were identified to participate in the next round of the Saturday intervention program, Weekend Warriors. Teachers and staff have worked together to create supports for students through creative activities and problem solving. Since attendance has been outstanding, scholars have been rewarded with a trip to Burger King for their participation in the program. Furthermore, scholars continue to participate in interventions such as Power Hour and Food for Thought where they receive extra academic supports from teachers. Interventions occur during the school day and after school. Mrs. Lourenco formally presented to Segue parents the results of our recent NECAP assessment. Information about STAR assessments was also provided. Ms. Girard coordinated the Partnership for Assessment of Readiness for College and Careers (PARCC) testing with the support of RIDE. This assessment will take place the first week of April. Lastly, Segue received almost 100 applications across all three grades for the upcoming academic year. There are no slots available in grades 6 or 7. Administration has not made a decision regarding 8<sup>th</sup> grade.

- Student Life – During March, scholars signed up for Spring sports such as co-ed baseball, soccer and Girls on the Run/track. Scholars also continue to participate in community service projects coordinated by Ms. Blair. Students and staff had an opportunity to attend a field trip at USA Skates. One hundred and thirty plus students attended. A board member participated as well. Third quarter after-school programs will conclude at the end of March. Offerings included Nail Art, Chorus, Photo Shop, Arts and Crafts and Cru Club. Fourth quarter will begin in April. The Segue community continues to participate in Advisories every day for 30 minutes.

- Parental Involvement – The FEC committee and other parent volunteers have been providing much needed support in the absence of the Family Engagement Coordinator, who has been on sick leave and the vacancy left by the PM coordinator. Parents have provided their time for a number of projects and activities including office support and outreach efforts. ESL and computer classes have been well attended and very successful. Preparations have been made for the last round of Family Teacher conferences of this academic year. Further reporting at next month's meeting. Lastly, the Individual Needs department staff hosted a meeting for families to discuss IEPs and other concerns families have. Coaching staff were present as well to provide and discuss modifications made to student instruction at the school.

- Staff Related – Segue teaching staff continue working on SLOs using data to measure targets and benchmarks for their own professional practice. Evaluation work continues as well. Staff also continues to participate in professional development opportunities at the school. On March 21 staff took part on the annual "Each One Teach One conference which was organized by Ms. Ashley Swanson and others. Workshops consisted on best practices and they were well received. Ms. Swanson will report at the next board meeting. Grading system conversations



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continue. Staff are establishing goals to create a culture of success for our scholars as well as planning and strategizing to improve classroom practices through their CPT (common planning time). Agenda and deliverables are provided at each meeting. Evaluations for non-teaching lead staff are presently in the "observation phase" and formal evaluations will begin in early May.

- **School Community** – Administration continues its work on the school's charter modification. School legal counsel and administration worked on identifying school strengths to share information with legal counsel for RIDE Board of Education. Conversations centered on finding a specific person/consultant to support the work of establishing the culture and climate of an elementary school. Mrs. Manocchio and Mr. Garcia presented a possible leasing agreement to the administration at Elizabeth Ann Seton Academy as a possible site for the Segue Elementary school. Participation continues on the 2011-2012 year classification work and moving forward with plan during April. HOS will further report at next board meeting. School leadership continues participating in focus group conversations at RIDE addressing topics such as Annual Report, Charter Application Process and School Autonomy. The last focus group met in March. HOS will provide board with a combined report at the next board meeting. MAGnTT Arts night was a huge success. Segue hosted first of several meetings with other Charter school leaders to discuss charter growth as a viable conversation among all schools. Hoping to engage more schools at future meetings. Employees from Provider Group came in March to do a service learning project with scholars. The event was very successful and it is expected to be an annual event. Segue Leadership participated in RIDE's Next Generation Science Standards (NGSS) to roll out new Science standards for schools. Ms. Dalton has been involved for the past three years on this project by way of design. Segue celebrated its yearly National Junior Honor Society induction ceremony where 39 students were inducted into this year's class. This has been the largest group of students inducted so far. The criteria will be reviewed next by Segue staff. Segue's Board and Mr. Garcia participated in a kick-off event sponsored by the RI Foundation to network and start a dialogue on trainings and workshops for charter school boards.
- **Building Related** – The contact person at ATC, Mr. Rory Marty, was dismissed from his position, therefore Segue lost its main contact with the company. The work being done in the school's air exchange system has not been completed. School administration worked throughout March to try to contact someone to get work done, finally reaching someone in April. Head of School will provide a full report to the board at the next meeting. The lead abatement work has been running smoothly during the month of March moving ahead of schedule. Since the work at the Annex building has been completed work is centered at the main building. Work is scheduled for completion in either mid to late April. Dome Construction, roof contractor, and its manager Bob, continue to be unreachable. More will be reported at next board meeting. School buildings continue to be rented by outside entities including the College Crusades. Lastly, conversations continue with the schools food service provider (Aramark) and an outside vendor for the possible relocation of the school cafeteria to the lower level of the main building. School is seeking outside funding to support this initiative. "Feeding FRIENDS-Y" Campaign began in early April. Further information will be provided at next board meeting.
- **Academics Committee**  
Committee met on March 26 at 9 am, next meeting will be on April 10 at 3 pm. Segue staff continues working with RIDE and consultants on ELL Curriculum work to design curriculum that would be stepped up to better serve English Language Learners. A plan and committee were established to continue with this work. This is very innovative work. Also, the services of a consultant have been acquired to help with this process. Furthermore, the committee established a committee and identified interventions for the plan RIDE's Office of Transformation and Charter Schools I requiring as a result of Segue being labeled a warning/focused school.

### Advisory Presentation – Ms. Linda Blair

Ms. Blair provided the board with information on a recent student survey regarding advisories at Segue. The survey questions ranged from who was their advisor to what careers they were interested in learning about. The survey also showed information on how scholars felt about advisories and the different activities within the program. Ms. Blair explained that this is a very helpful tool that allows her to better design the Advisory Program for the next school year. One option that scholars have within the program is to lead a topic either for a day or the whole week, providing leadership training to students. Lastly, Ms. Blair offered a list of student comments where they were able to write their thoughts and feelings about the program and how they benefit from it. Mr. Cohen asked if this is the first year surveying students to which she responded that she had done it last year as well.



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- Segue By-Laws Sub-committee review – this committee met on April 2. There are a few things that need to be amended within the existing by-laws such as defining the conflict of interest policy section and the process for staff allegations. All committee members worked extensively updating the bylaws. The committee will have a first draft for board reading at the May meeting. Once reviewed by the board, the committee hopes to have the full board vote by the June board meeting. There were no questions from the board at this time.
- **Finance Committee**  
The committee met on April 7 and May 3 at 7 am. Present at the meeting were Mr. Cohen, Mrs. Hoffens-Vargas, Mrs. Ristaino-Siegel, Mr. Wentzell and Mrs. Manocchio. The next meeting is scheduled for May 5 at 7 am. The minutes for the April 7 meeting will be reviewed at the May 5 meeting. At the April 7 meeting, the bank reconciliations for the operating checking account were revised from the end of February to the end of March 2014. Conversely, Payables and Receivables were revised from the end of March to the beginning of April. Mrs. Manocchio has prepared the Fiscal Year (FY) budget following specifications provided by the Finance Committee. The committee will bring this budget to the full board. In addition to this, the Committee is looking into beginning the budgeting process earlier in the year. Mr. Wentzell and Mr. Miranda (SAFE Team Director), as well as Mrs. Manocchio revised the Emergency Plan which will be presented to the full board at its April 7 meeting. Closing date for the purchase and sale of the Segue main building has been set for April 11, 2014. In coordination with the purchase of the Segue main building, Mrs. Manocchio will transfer funds currently in accounts at Dexter Credit Union into Washington Trust. The A-Team has completed the lead abatement work at the Annex building and should complete the work at the main building by the end of April. Mrs. Ristaino-Siegel and Mr. Wentzell are planning to introduce a plan to project yearly building maintenance for the school. Regarding committee leadership, Mr. Cohen shared with the board his intention to step down from leading and facilitating this committee and encouraged other members to consider becoming the lead for the upcoming school year.
- **Personnel Committee**  
Mr. Garcia informed on behalf of Mrs. Schechtman that she met with him regarding the submission of the Head of School (HOS) goals for the committee's review. Mrs. Schechtman had asked the HOS to qualify his goals and re-submit them to her. She informed HOS that she would formally evaluate him in June.
- **Nominations and Governance Committee**  
This committee has not met recently.

## Old Business

- Status update on Purchase and Sale of Segue Main Building – after many attempts on Segue's part, the Central Falls City attorney and the school's bank successfully set a date for the closing of the main Segue building for Friday, April 11, 2014. Mrs. Lauren Schechtman will represent the Board at the signing.
- Segue Board Monthly Calendar – a preliminary list was made by board members with topics to discuss during certain months of the school year. Mr. Cohen also indicated that he would keep an electronic document where all these would be kept. Topics mentioned by month were: Budget (Jan/Feb or earlier); Annual Report (Aug/Sept); Retreat (May - ½ day); STAR assessment (quarterly – Sept/Oct); NECAP assessment (March); HOS Evaluation (May/June); Audit (November); Staff Review for Non-Renewal (February); and School Calendar (February).

## New Business

- RI Ethics Commission Filing Deadline – Mr. Cohen mentioned that all members should have received a "blue letter" in the mail. This is a questionnaire all members need to complete and submit by April 30 which is the deadline. Mr. Garcia mentioned to members that if they have not received it to reach out to him as he has the link to do the questionnaire online.
- Meeting Amendments to Secretary of State posting – Segue Board Meetings (Agendas) – Mr. Garcia informed the board that he received a call from Drew Allsopp from RIDE who informed him there was some language used in our current Meeting Notice posting that was violating RI law. To this end the language was eliminated from the notice to comply with RIDE and Segue legal counsel directives.
- Budget Presentation and 1<sup>st</sup> Read – Fiscal Year 2015 – Mrs. Manocchio provided the board with the budget for next year for the review of the board. She asked that inquiries be directed to her and that they keep this confidential. If there are no questions, board should be ready to vote at the May board meeting.



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## Public Comment

There was no public comment at this time.

## Adjournment

A motion to adjourn this meeting was made by Mrs. Ristiano-Siegel and seconded by Mr. Harrison. Motion was unanimously approved by the board. Motion passed. Meeting was adjourned at 7:20 p.m.

**Next Board Meeting is on Monday, May 12, 2014 at 5:30 p.m.**

Minutes approved by:

Minutes recorded by:

Grace M Rivera [on File]

Grace M. Rivera

Justin Cohen [on file]

Board of Directors Co-Chair

Approved on:

May 12, 2014

Date