



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, August 18, 2014

5:30 – 7:00 PM

Call to Order:

Mrs. Schechtman called the meeting to order at 5:44 p.m. and quorum was established.

Roll Call:

Present: James Setaro, Jeffrey Wentzell, Nelly Hoffens-Vargas, Lauren Schechtman, Justin Cohen, Margaret Rivera

Excused: Tabitha Elefsiades, Marc Harrison, and Tia Ristaino-Siegel

Staff: Ann Manocchio, Angelo Garcia, Melissa Lourenco, Mary Ackerman and Grace Rivera

Approval of Meeting Minutes:

Monday, June 16, 2014

Mrs. Schechtman requested edits to the minutes from the members. Mr. Wentzell had an edit on the paragraph under the "Segue Emergency Response Plan". Edit was duly noted by Ms. Rivera. There being no other edits, a motion to approve the minutes as presented was made by Mr. Wentzell and second by Mrs. Hoffens-Vargas. All members unanimously approved the minutes. Motion passed.

Staff and Committee Reports:

- **Head of School Report** – Mr. Garcia mentions that his official title now is Founder/Executive Director as Mrs. Lourenco is now the Middle School Head of School.

Academics – two programs were offered to students over the summer, Math Camp and Extended School Year (ESY). Math Camp was offered to 7th and 8th grade students on alternating days and facilitated by Segue staff. ESY was offered to students who needed extra support as identified in their IEPs. Staff from the Individual Needs Department facilitated. All scholars in the three grades were provided with math and reading packets to complete during the summer.

Student Life – Students were able to participate throughout the summer of the school's meal program. The school served as site for breakfast and lunch. Aramark provided the program's meals. School staff made home visits to each incoming scholar. The 6th grade team was able to complete 95% of their scholars home visits with the assistance of other school staff. The 7th and 8th grade teams held group visits and identified those students and their families that needed an individual home visit to assure success during the new school year. Scholars had an opportunity to participate in a Central Falls Department of Recreation sponsored basketball team during the weekends. In collaboration with the Central Falls Housing Authority, Segue was able to employ during the summer five young persons who worked in our school buildings. These young workers were supervised by Ms. Marold, Mr. Soares and Mr. Garcia in several projects throughout the school buildings.

Parental Involvement – The Family Engagement Committee (FEC) recruited family volunteers for their upcoming activities. The welcome back to school picnic will take place on Saturday, August 23, 2014 on the school grounds. Segue staff and parents worked closely to organize home visits, open houses/orientation nights and the ordering of uniforms.

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Staff Related – Segue’s leadership staff took part in a Leadership Academy every Friday throughout July and August. Topics discussed during this academy were: staff supervision oversight, meeting facilitation, classroom visits and walkthroughs and conflict resolution. Last day of the academy was August 15th. Staff returned to work on August 4 to participate in two weeks of intense professional development facilitated primarily by Segue staff. The schedule has been provided to board members. Newly hired staff were a 6th grade math teacher and a new office assistant for the Academics and Discipline departments. An updated staff matrix has been provided to the board.

School Community – School administration continues its work on the school’s charter modification. Due to the re-organization of RIDE’s Board of Education and having no convened meetings, the process has been delayed until the board is formalized. The school’s legal counsel met with the Board’s counsel to narrow down a deadline for a presentation to the Board. No decision has been made so far. Both Mr. Garcia and Mrs. Lourenco participated in retreat sponsored by the RI League of Charter Schools to discuss the focus and direction of the schools affiliated with the League. Segue had its annual Leaders Lunch on Friday, August 15 where school staff and community leaders and friends of Segue came together.

Building Related – A large project completed during the summer was the relocation of Segue’s cafeteria to the lower level of the main building. Mr. Soares, Segue’s building maintenance staff, worked with summer youth workers to transform this space and did a superb job. Several classrooms and office spaces were relocated as well in both buildings. It was recommended the Board take a tour of the two buildings to see the changes themselves. Administration continues searching for a roofing contractor who would complete the work left by the previous company before the beginning of the inclement weather. During the summer months, Mr. Gravina worked with the air conditioning company ACT on cooling issues in the Annex building. This has not been completed since one of the technicians was involved in an accident that has kept him out of work.

- **Academics Report** – Mrs. Lourenco mentioned Segue’s work with RIDE and their ELL initiative and the great work done by several of Segue teachers. She also presented the board with the new grading policy starting in the 2014-2015 academic year. A copy of the new report card format and content was provided and explained to the board along with the work and effort from the staff that worked and fine-tuned it. She explained that this new grading policy was presented to parents and students as well and was very well received. The minimum passing grade would be a 2 as agreed by the committee who worked on it. The major reason of this new system is to provide parents with more information in regard to their student’s progress at school. Mrs. Lourenco will provide the board with an update at the next board meeting.
- **Finance Committee Report** – the committee met on May 5 and June 2 and did not meet in August. June minutes will be reviewed at September meeting. Mrs. Manocchio has prepared the 4th Quarter financial report for School/SY 2014: April, May, and June. The report will be reviewed by the committee at their September meeting scheduled for Monday, September 15.
- **Personnel Committee Report** – Mrs. Schechtman informed the board that Mr. Gravina is not ready yet to tally the survey results for the HOS evaluation. She hopes to have it by the next board meeting.
- **Nominations and Governance Committee** – the committee last met on June 9 and July 2 and it did not meet in August, therefore minutes from the June 9 meeting will be reviewed and approved at the September meeting. Mr. Harrison is currently working on an interview schedule and structure for board member

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candidates. Potential candidates were contacted but no response has been received as of yet to Mr. Cohen. He plans to follow up.

Public Comment:

Ms. Rivera read to the board the letter of resignation from Ms. Lucy Rios.

Old Business:

- *Ad-Hoc Planned Maintenance Task Force* – Mr. Wentzell informs the board that the task force has not been able to meet but it will do so before the next board meeting scheduled for Monday, September 15.
- *Segue Board Retreat* – Mr. Cohen indicates that due to the many things happening prior to the scheduled board retreat on Saturday, August 2 it was agreed to postpone the retreat for another date and time. Postponing the retreat has helped with the restructuring of the agenda to make more inclusive and that it resonates with everyone in the board. Mr. Cohen further mentions that it allows for board members to indicate when would be the best date and time to hold the retreat and whether members want an external or internal facilitator or if should be a divided assignment of work so that it is not only one person facilitating the retreat and not able to fully partake in the process. Mr. Cohen made a point of the importance of having the retreat now instead of waiting on having a full board capacity. Mr. Cohen requests the board's permission to read what the agenda would look like for the retreat. Among the topics are a warm up activity where members would indicate why they are part of this board, functions and operations, succession planning, goal setting as a board (1 or 2), closing reflections. Mrs. Schechtman indicates that committees should be designated.

New Business:

- *Board Roles* – Mrs. Schechtman provides the board the document entitled "The Segue Institute for Learning Charter School Board of Directors Job Description" and asked the board to read it specifically page 3 in preparation for the board retreat as members will need to commit and participate in a committee. Mr. Wentzell mentions preparing a matrix with board skills set, etc. Lauren mentions that she believes we have one but certainly working on a new one would be good.
- *Final Items by Mr. Garcia* – First topic is the school's financial oversight and the decision of not purchasing food for meetings whether for the board or staff. Mr. Garcia asks the board to provide their approval or not in continuing buying food for meetings. During the summer, Segue staff took part in different Think Tanks (After School Clubs, etc.) geared towards different topics here at the school. Mr. Garcia spoke to the board about Segue's relationship with the Central Falls School District. Mr. Garcia requests the board's intervention with the current situation with the district. Members agreed that a dialogue between the district's leadership and/or board with Segue's board should take place in the near future where some sort of consensus should take place.

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Adjournment:

A motion to adjourn the meeting was made by Mr. Wentzell and seconded by Mrs. Hoffens-Vargas. Motion was approved unanimously by members. Motion passed. Meeting was adjourned at 7:10 p.m.

Next Meeting Date: *Monday, September 15, 2014 at 5:30 p.m.*

Minutes Approved by:

Minutes Recorded by:

Justin Cohen (signature on file)

Board of Directors Co-Chair

Grace M. Rivera (signature on file)

Grace M. Rivera

Staff Secretary to the Board

Approved on: September 15, 2014

Date

Date: September 15, 2014

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