



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, September 15, 2014 5:30 – 7:00 PM

Call to Order:

Mr. Wentzell called the meeting to order at 5:31 p.m. establishing a quorum.

Roll Call:

Present: Marc Harrison, Maggie Rivera, James Setaro, Tia Ristaino-Siegel, Jeffrey Wentzell, Tabitha Elefsiades, Lauren Schechtman, and Justin Cohen (came in later).

Absent: Nelly Hoffens-Vargas

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

Approval of Meeting Minutes: Monday, August 18, 2014

Mr. Wentzell asked the members if they had any edits for the minutes. Having none a motion to approve the minutes as presented was made by Mr. Harrison, second by Mrs. Ristaino-Siegel. All were in favor, motion passed. Minutes for Monday, August 18, 2014 were approved by the board.

Staff and Committee Reports:

• Head of School Report –

Academics – Enrollment started strong as all grades are at full capacity (initially grade 7 was over enrolled but number went back to normal once one student moved out of state). Orientation week for incoming six graders was a great success Attendance was 100% for most of the week. This was attributed to having many siblings in the school and Segue's reputation as a great school. Scholars participated in the first round of STAR assessments. Data is been revised from 6th grade assessments looking at where students need to be. Scholars have also been placed in Food for Thought (FFT) and Power Hour (PH) groups to assess where supports are needed. Segue coaches are assisting with the majority of the work. Staff and students continue working on the establishment of a culture of accountability in preparation for SBG report cards and progress reports. MAGnT classes have been added to Friday schedule and dismissal is 30 minutes later than the previous year.

Student Life – Segue scholars partake in breakfast during their Advisories. Participation in breakfast has increased in numbers since the start of the program. Students are encouraged to eat breakfast with their advisors and peers. On September 5 Segue had its "Back to School Dance" which was well attended by both students and parents. The dance was organized by the 8th grade class. Scholars have begun their Community Service projects for this year which includes going to other schools and participating in the upcoming Bright Future Festival with the city of Central Falls. The Segue Athletics program is becoming more standardized. Students are required to first participate in after school homework/tutoring and then attend sport practice. Segue no longer has after school programs. Instead it has established clubs. These are not mandatory and have a lesser amount of students participating. These clubs are offered per semester instead in quarters. Clubs include: Chess, Hip Hop Dance, Cru-Club, Yearbook, Drama, and Book Club.

Parental Involvement – The Family Engagement Committee (FEC) is in the process of recruiting more families to become part of the school. The first very successful "Parent Academy" facilitated by FEC membership was held using the train-the-trainer model allowing parents to work in smaller clusters. During the school dance, members of the FEC held elections and their first parent meeting where over 40 families and parents attended. Lastly, the FEC will hold a yard sale at Lemyre's Auto on Broad Street.

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Staff Related – Staff retention issues rose when the 6th grade math position became challenging to fill. Administration had to re-post the position several times. Position was finally filled on the second week of school; new math teacher is Ms. Legon. Segue staff will participate in a Professional Growth Goals (PGG) on Tuesday, September 9th. Self-assessments and goals for this year are been planned. Mrs. Lourenco will handle teaching staff and Mr. Garcia will handle non-teaching staff. Segue staff is preparing to participate in the upcoming CFHA Kickball tournament which will be held on Saturday, September 27th. Looking for additional participants. Cost of T-shirts is \$10.00. Mr. Garcia, Mr. Plain and Ms. Rivera are in the process of creating a Segue PDI (Professional Development Institute) as a clearing house of professional development activities and best practices.

School Community – The administration continues its work on the school’s charter modification. Continued conversations with Mr. Osborn from RIDE and Segue legal counsel, Mr. Plain continue on looking at a possible addition of just a 5th grade for the next school year. Segue participated in a conversation with the League of Charter Schools specifically with Mr. Nardelli around Segue been more actively involved if it positively benefits the school. Mr. Garcia was asked to be the League’s secretary.

Building Issues – The relocation of the school cafeteria has been a tremendous success. Segue administration continues its search for a roofing company that can come in and do the work needed before the inclement weather begins. Mr. Garcia and Mrs. Manocchio had another contractor come in today hoping to have a positive report at the month’s board meeting. Segue classrooms and offices spaces are working well. New office/department spaces are: Finance, Technology, Nurse, Coaches, Copy Center, Principal and Discipline.

- **Academics Committee** –

Mrs. Lourenco presented to the board the final format for the Segue Report Card. At the previous meeting, the format had 4 stapled pages but the new improved format has been printed on 11 x 17 paper allowing all four pages to be together in one sheet. Each report card will be grade/standards specific and printed in two languages. Progress Reports will be printed in this format as well.

- **Finance Committee** –

Committee met on Monday, June 2 and Monday, September 8, 2014. All members were present except for Mrs. Hoffens-Vargas. Upcoming meetings for the remainder of the year have been scheduled for: October 6, November 3, and December 1 at 7 AM. Bank reconciliation statements for both Dexter Credit Union and Washington Trust were reviewed for the periods of June 1 through June 30, 2014 and July 1 through July 31, 2014. Payables and Receivables were reviewed as well for the periods of June 1 through June 30, 2014 and July 1 through July 31, 2014. Conversely, receivables for the period of August 1 through September 5, 2014 were reviewed as well.

The committee reviewed the 4th Quarter Financial report which will be presented to the full board at the next meeting for approval. The General Liability and Directors Insurance have been renewed through the school’s insurance broker GenCorp and the insurance is underwritten by Great American Insurance. Segue continues its search for a roofing company to complete work on the facilities. Mr. Wentzell will be reaching out to industry contacts to find a reliable company. Work in the cafeteria has been completed.

The Building Maintenance Sub-committee has not met yet but will do so at an upcoming date. Mr. Wentzell is preparing a plan for the committee’s work. In preparation for the upcoming board retreat, the Finance committee reviewed the Four Dimensions of Execution. Mrs. Manocchio presented the board with the Statement of Revenues and Expenses for April through June 2014. Several board members had questions in regard to some entries such as grant revenues and professional fees to which Mrs. Manocchio promptly responded.

- **Personnel Committee** –

Mrs. Schechtman informs the board that she does not have compiled all the HOS evaluation responses but she hopes to have them by the next board meeting. Therefore she indicates that for next month the board will have the results of the HOS evaluation and a copy of the HOS evaluation so that members can see the questions, etc. and the new goals established for the HOS.

- **Nominations and Governance** –

Mr. Harrison informs the board that this committee has not had an opportunity to meet since its last meeting in July 2. He is aware that Mr. Cohen has reached out to some possible candidates and is still waiting for responses back from them. Mr. Harrison hopes to coordinate as a committee to work as an ad-hoc with the rest of the board. The committee also talked about introducing community members to the school and ways they can connect and serve as activist for the school.

- **Public Comment** –

No public comment.



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- **Old Business –**
 - a. Ad-Hoc Planned Maintenance Task Force – They have not met yet, but Mr. Wentzell informs the board that this task force will be meeting on Friday, September 19 at 6 pm. General theme of this committee is to look at where we are in regards to facilities.
- **New Business –**
 - a. Segue Leadership Position/Title Changes – Mr. Garcia reminds that two meetings ago the board had a conversation regarding changing the titles for Mr. Garcia and Mrs. Lourenco. As charter modification and expansion is ongoing there would be a principal for each of the schools established within the district. Mrs. Lourenco’s title would be Middle School Head of School. Mr. Garcia explains to the board the reason behind these titles. A motion to have a discussion regarding the position/titles as presented is made by Mr. Cohen and second by Mrs. Ristaino-Siegel. A discussion ensues amongst members regarding if it affects the present board by-laws. Mr. Garcia indicates that this helps and positions the school as a charter modification is pursued. Mr. Garcia indicates that this could be a charge for the Personnel committee to look into. It is suggested that the titles/positions for each should be: Founder/Executive Director (currently Mr. Garcia) and Middle School Head of School (currently Mrs. Lourenco).
 - b. Board Retreat Follow-up – Mr. Cohen thanks all board members for attending the retreat. In regard to the committee meetings held at the retreat, Mr. Cohen asks that these meet once more to formally provide the goals set forth at the retreat and finalize them. Mr. Garcia cautions the board regarding having electronic conversations and not copying everyone and not having these conversations online as it is in violation of the Open Meeting regulations. Whatever is gleaned from these meetings should be forwarded to Ms. Rivera for dissemination.
 - c. Board Roles – a discussion ensues regarding the leadership positions of the Board (chair/co-chair), and who besides Mr. Wentzell and Ms. Elefsiades are interested in been considered for these positions. A formal decision cannot be made at this time since this was not stated in the agenda. Furthermore, since changing the present structure to a new one would affect the by-laws, it would need to be discussed and decided upon in a future board meeting. Mr. Harrison suggests that this would be something (the exploration of the by-laws) the Nominations committee could take on. Mr. Cohen states for the record that the candidates for these positions are Ms. Elefsiades and Mr. Wentzell and that this will be on the October meeting agenda. Mr. Wentzell will begin his term immediately while Ms. Elefsiades will start her term in January 2015.
- **Adjournment –**
Mr. Cohen made a motion to adjourn the meeting. Mr. Harrison second. All members were in favor. Motion passed. Meeting was adjourned at 6:45 p.m.

Next board meeting is Monday, October 20, 2014 at 5:30 p.m.

Minutes Approved by:

Minutes Recorded by:

Justin Cohen [signature on record]

Grace M. Rivera [signature on record]

Board of Directors Co-Chair

Grace M. Rivera

Staff Secretary to the Board

Approved on: October 20, 2014

Date

Date: October 20, 2014

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