



# 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

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Angelo Garcia – Founder/Executive Director

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## Board of Directors' Monthly Meeting

Monday, May 16<sup>th</sup>, 2016

5:30 – 7:00 p.m.

Annex Building Conference Room

### MINUTES

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#### ▪ Call to Order

Ms. Elefsiades called the meeting to order at 5:34 p.m. establishing a quorum.

#### ▪ Roll Call

Members Present: David Ahlborn, Tabitha Elefsiades, William Flug, Joseph Molina Flynn, Kevin Kazarian, Margaret Rivera, and Joseph Santos.

Members Absent: Maria Cruz, Tia Ristaino-Siegel, and Jordan Seaberry.

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

#### ▪ Approval of Meeting Minutes

+ Monday, April 25, 2016

Motion to approve minutes made by Kevin Kazarian, and second by William Flug. All members were in agreement. Motion passed, minutes approved.

#### ▪ Staff + Committee Reports

+ *Founder, Executive Director*

Academics: Eighth grade students continue to finalize their admission and financial aid applications before entering high school. Ms. Blair along with the 8<sup>th</sup> grade team is assisting these students. Several students have been accepted to more than one high school therefore they also need help in deciding which high school is best for them. Students continue to present during their Advisory period their Inside Out projects as part of their portfolio requirements. Teachers and staff continue co-teaching efforts to collaborate and bring alternative teaching and learning views into content classes.

Student Life: During April, scholars had the opportunity to participate in several activities and events at school such as Cru Club and After School Programs. Student athletes also began to practice for track + baseball with over 55 students actively participating in both sports. Cheerleaders actively recruited incoming students for next year's squad holding sign-ups in late April. Segue held its annual National Junior Honor Society induction event where over 33 scholars were inducted. Eleven (11) scholars participated in April Vacation Camp to complete their unfinished portfolio assignments. Upcoming school events include Spelling Bee on May 20, Arts Night on May 26 and Graduation on June 8<sup>th</sup>. Upcoming holiday on May 30 – Memorial Day.

Parental Involvement: Incoming 6<sup>th</sup> grade parents have dropped or completed summer packets. First time in Segue history that almost 100% of summer packets have been completed. Rising Scholars Day is scheduled for Saturday, May 14. The FEC parents and their coordinator continue to offer school families with an array of services and opportunities. FEC was able to raise almost \$2000 with their calendar sales. Funds raised were to be used for the purchasing of a set interpreting devices to aid in translation during school events.

Staff Related: Mr. Garcia has begun the final stages for the evaluation of non-academic staff, which are set to begin in June. Staff is in the planning process for the upcoming Professional Development week right after the end of the school year. Planning for the August professional development is also underway. The school's lead staff worked and finalized the school's Hiring



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Policy to best streamline the hiring process. There are presently four (4) open positions, Development Director, Teaching Partner, and potential positions opened for next year. Mr. Garcia and Mrs. Manocchio finalized and presented to the Board Finance Committee the new school year budget and will present it tonight for its approval by the full board.

School Community: Segue continues to partner with the CFSD for a summer initiative. Continued also is the work with Highlander's FUSE/Blended Learning initiative. Segue continues its partnership with the following community based organizations: Aramak Food Services, CFSD, RIDE, Providence College, RI Food Bank, RI Foundation, RI College Crusades, Wyman Group, and Junior Achievement.

Building Related: School building continues to experience leaks in both buildings roofs especially after a rain storm. The roofing company is set to complete the work in May. The school's main maintenance staff will be absent indefinitely. Administration has hired a day porter from Jani-King and a short term custodian to address/resolve some building issues.

### + *Academics*

Mrs. Lourenco informed the board that May 10 marked the last major portfolio deadline of the school year. 90% of scholars have met these requirements with the support of staff during and after school hours and it is a graduation/promotion requirement as well. The final deadline in June includes a culminating presentation. In other updates, PARCC administration is 100% complete. Four of Segue's teachers attended a RITELL conference on April 30, 2016. Dr. Simone Palmer, RIDE Science Specialist visited the school in April to observe Ms. Ackerman delivering professional development modules to Segue staff. She was very impressed with Ms. Ackerman's presentation and how she has made it relevant to Segue staff. Furthermore, Ms. Ackerman was given time at the following statewide meeting to present on the work being done at Segue. Two Segue scholars, Karen Bobea Solano and Adejunti Adesina were honored at the RI Middle Level Educators Scholar Leaders Awards banquet. Spotlighting Mr. Rosenbaum's humanities class where his students are learning about the Bill of Rights and learning the history behind each amendment. Upcoming visits to school by Commissioner Wagner on May 19. Lastly, upcoming events are the NECAP Science Assessment for 8<sup>th</sup> graders is from May 17-19 and RIDE Teacher Evaluation EOY process.

### + *Finance*

Finance Committee met on May 11 to approve the previous meeting minutes and to review the bank reconciliations ending on April 2016. Also reviewed were the existing operating accounts with The Washington Trust and Dexter Credit Union. The committee also reviewed a selection of disbursement transactions such as Arden, Beat the Streets, National Grid, RI League of Charter Schools and Diomedes Morel. The Accounts Receivables Ledger was also reviewed. A motion to accept bank reconciliations, revenue and expense reports was made by Mrs. Ristaino-Siegel and second by Mr. Kazarian. Mrs. Manocchio made several updates to the committee in regard to: Roofing company who would start repairs at the main school building the following week. The DOH requested that the school send their Asbestos Plan, which the school does not have. An estimate cost to hire a firm to prepare this plan is \$1,500. Mr. Soares is out on leave, the school has hired a temporary staff to assist with building issues during his absence. After considerable analysis the committee and the school's director of finance decided to hire the accounting firm of Caliri, Mancini & Barbieri PC. The recommendation to the board for approval will be presented at the next board meeting. The committee is in the process of obtaining information from other charter schools what are their investment policies.



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+ *Personnel*

Mr. Flug informed the board of the process the present evaluation for the Founder/Executive Director is undergoing. In particular, having the text align with the timeline and actual practice. He requested members provide him with their comments and insights before drafting the final document. Staff and board members will be receiving the tool to complete and submit to Mr. Flug by early June. Mr. Garcia will also be submitting his end of the year self-evaluation.

▪ **Old Business**

- + Vote to accept FY 2016/2017 budget
  - Motion made by Mr. Kazarian
  - Second by Mr. Santos, all were in favor, motion passed
- + Vote to select new audit firm per recommendation of the Finance Committee
  - Motion made by Mr. Flynn
  - Second by Mr. Ahlborn, all were in favor, motion passed.
- + Discussion/vote to pursue formal action against RIDE regarding an alleged miscalculation of the loca share under R.I.G.L. §16-7.2-5(a).
  - Motion made by Mr. Ahlborn
  - Second by Mr. Flug, five [5] where in favor, one [1]against, motion passed.

▪ **New Business**

- + Proposed dates for Board Retreat
 

Ms. Elefsiades offered two (2) possible dates to hold the retreat and asked the board to indicate which date worked better via email. Once a date was agreed upon more information would be made available.

▪ **Public Comment**

- + Mr. Garcia
- + Ms. Ackerman

▪ **Adjournment**

- + Motion – Mr. Flynn
- + Second – Mr. Ahlborn

Meeting was adjourned at 7:00 p.m.

**Minutes Approved by:**

**Minutes Recorded by:**

\_\_\_\_\_  
Tabitha Elefsiades [on file]  
*Board of Directors Co-Chair*

\_\_\_\_\_  
On file  
Grace M. Rivera

*Staff Secretary to the Board*

**Approved on:** \_\_\_\_\_  
June 22, 2016  
*Date*

*Date:* \_\_\_\_\_  
July 11, 2016