



**BOARD OF TRUSTEES
MEETING MINUTES
April 30, 2008**

- Trustees Present:** F. George Jacome; Robert Collins; Dr. Thomas J. Curry; Charles F. Fellows, IV; Jeffrey T. Karam; Paul S. Medeiros; Troy E. Mitchell; Teresa Nelson; Brenda Reback; Peter A. Saulino, Esq.; James A. Wallace, Jr.; Robin Morin (BOT Staff Intern)
- Trustees Absent:** Gerald Audet (excused); Dr. Ronald B. Goodspeed (excused); Fernando Garcia (excused);
- Student Representative:** Jason Linhares, 8th Grade Class President
- Support Staff Present:** Fernando M. Goulart, Executive Director; Thomas Paul, Director of Business; Henrique M.F Madeira, Principal – Upper School; Kerry S. Kennedy, Principal – Lower School; Kristi Oliveira, Human Resources Manager
- Community Input:** None
- Call to Order:** Mr. Jacome officially called the meeting to order at 7:05 p.m.
- Acceptance of Minutes:** Mr. Jacome presented the Minutes from the Board of Trustees meeting of March 26, 2008, which were emailed in advance of this meeting to all Board members. A motion was made by Dr. Curry to dispense with the reading of the Minutes and to accept the Minutes as presented, seconded by Atty. Saulino and **APPROVED** unanimously.
- Correspondence:** A letter from Nick D’Alleva, Director of Audit Policy, Planning, and Quality Assurance from The Commonwealth of Massachusetts – Auditor of the Commonwealth’s office regarding receipt of Atlantis Charter School’s fiscal year 2007 independent audit report, dated September 21, 2007, which was submitted in accordance with the requirements of Chapter 71, Section 89, of the Massachusetts General Laws.
- Staff Presentations:** None
- Financial Report:** A motion was made by Mr. Wallace to waive the reading of the Financial Report, seconded by Atty. Saulino and **APPROVED** unanimously. A copy of the Financial Report was emailed in advance of this meeting to all Board members and is on file in the Office of the Board of Trustees.
- Committee Reports:**
- Development Committee:**
In the absence of Mr. Garcia, Mr. Goulart reported that over 1,000 “Save the Date” postcards had been sent to Atlantis’ families and staff members as well as to individuals and businesses in the community who have supported Atlantis. In approximately two weeks, another mailing will be sent to the same group providing more specific information on the golf tournament, i.e. player sign-up list, donation/raffle forms, and volunteer sign-up sheet. Mr. Goulart inquired as to whether or not any Board member would be willing to chair this event. Ms. Teri Nelson and Mr. Charles Fellows both agreed to co-chair this event. Mr. Goulart stated that Mr. Garcia will be contacting the co-chairs to set up the first meeting.

Education Committee:

No report.

Facilities Committee:

Dr. Curry reported that the Facilities Committee met on Tuesday, April 29, as well as prior to this evening's Board meeting to discuss Mr. Baldwin's proposal. As a result, the Facilities Committee has prepared and submitted a revised proposal for a contract with Mr. Baldwin's company QROE. The Committee will now wait for Mr. Baldwin's response to the revisions.

The next meeting of the Facilities Committee will be held on Wednesday, May 28, 2008 at 6:00 PM in the first floor conference room of Atlantis Charter School.

Finance Committee:

Mr. Medeiros stated that the Finance Committee had met earlier in the week to discuss the salary line item of the FY09 budget. Mr. Medeiros stated that the Finance Committee is recommending the salary line item of \$5,035,886.

A motion was made by Dr. Curry to approve the salary portion of the FY09 budget of \$5,035,886, seconded by Mr. Collins and **APPROVED** unanimously.

Mr. Medeiros stated that a presentation of the full budget will be presented at the next Board meeting.

Nominating Committee:

Mr. Jacome indicated that Mr. Wallace's first term expired on April 27, 2008. A motion was made by Mr. Medeiros to appoint Mr. Wallace to a second term, seconded by Mr. Fellows and **APPROVED** unanimously.

Mr. Jacome also noted that Mr. Fellows' second term will expire in June. Therefore, Mr. Jacome is looking for a Board member interested in chairing the Nominating Committee as of July. Mr. Jacome asked to be contacted prior to the next Board meeting by Board members interested in this important position.

Mr. Goulart added that there are several Board members whose terms also expire in the next few months. Mr. Goulart is hoping Board members will provide names of candidates who would be a good fit for Atlantis to fill the soon to be open positions. Board members should contact Mr. Goulart, Mr. Jacome or Mr. Fellows to provide names of candidates. This will allow the Nominating Committee to start the interview process quickly and avoid having a small Board for any length of time.

Personnel Committee:

Mr. Jacome reported that the Executive Director Search Committee will interview a search agency on Thursday, May 6, 2008, at 5:30 PM at the Upper School campus. The Search Committee totals twelve members: five Board members, four faculty and staff members (two from each school), and three parents.

The Board's goal is to have the new Executive Director hired by January 2009 to allow sufficient transition time.

Mr. Goulart as requested, and the Personnel Committee agreed, that he not be part of the Search Committee. However, Mr. Goulart will be available to assist the Search and Personnel Committees in any way they see fit.

Ms. Kristi Oliveira, Human Resource Manager, presented information on the new Employee Assistance Program to be offered to Atlantis' employees. The program is offered free of charge by the Massachusetts Education and Government Association Property and Casualty Group, Inc. (MEGA), the company currently providing our Worker's Compensation plan.

Mr. Goulart stated that there is one additional benefit under consideration which would be provided at no cost to employees. More information will be presented to the Board at the May Board meeting.

Old Business:

Mr. Goulart stated that there are a lot of tickets out for the Wine Tasting event to be held on Thursday, May 15, but – unfortunately - very little money in. Mr. Goulart is asking Board members to sell all their tickets and forward checks to Vivian Carreiro as soon as possible.

Mr. Jacome stated that Mr. Paul Medeiros' second term expires on May 22 so tonight's meeting will officially be his last. Mr. Jacome and Mr. Goulart thanked Mr. Medeiros for the six years of dedicated service to Atlantis and for all the work he has done particularly with the Atlantis' Chip-In for Education Golf Tournament. Mr. Goulart asked that Mr. Medeiros continue serving on the Finance Committee as a community member. Mr. Medeiros kindly agreed.

A motion was made by Dr. Curry to appoint Mr. Robert Collins as Board Treasurer, seconded by Atty. Saulino and **APPROVED** unanimously.

New Business:

Mr. Jason Linhares, 8th Grade Class President reported that the Student Government raised over \$470 towards the building fund and collected numerous donations for Children for Children with the funds collected at an April student dance. Mr. Linhares reported that the Student Government is studying the possible implementation of a school recycling program as well as discussing ideas to raise money, i.e. "Four-Square" tournament, "Drive-In" movie night.

Mr. Linhares also discussed the students' interest in developing a school mascot. Mr. Goulart stated that this is an issue to be addressed with administration prior to presenting it to the Board of Trustees. Dr. Curry agreed and stated that the mascot should reflect a marine science theme.

Mr. Goulart presented the Board of Trustees Schedule of Board Meetings for 2008-2009. The Board decided that, to avoid a conflict with the 2009 National Charter School Conference, the June meeting would be scheduled for June 17, 2009.

A motion was made by Dr. Curry to accept the 2008-09 Schedule of Board Meetings as presented, seconded by Mr. Wallace and **APPROVED** unanimously.

Mr. Goulart reported that Atlantis will be receiving a 10% return on all profits from Donnelly's with regards to the uniform policy. He added that Atlantis will create an account to subsidize the cost of uniforms for families that meet specific financial need criteria. Two Uniform Subsidy Plans have been developed and will be made available to all families. The first plan, for families whose earnings fall within the federal poverty level, will provide a maximum of \$100 per student or \$400 per family for uniforms purchases. The second plan, for families whose earnings fall within 150% of the federal poverty level, will also provide a maximum of \$100 per student or \$400 per family for uniforms purchases. However, families will be required to repay the school, in five equal payments (July-November), the amount borrowed.

Mr. Goulart reported that Mr. Jacome, Mr. Saint-Pierre and he met with the Board of Trustees of the Grimshaw-Gudewicz Charitable Foundation. The Atlantis Team made a presentation which culminated with a request that the Foundation approve a grant in the amount of \$10,000 specifically to provide more uniform subsidies to our needy families. The Grimshaw-Gudewicz Charitable Foundation stated that it makes all grant decisions in September with a delivery in November. Mr. Goulart indicated that the presentation was very well received and is hopeful Atlantis will be granted its requested amount.

Mr. Goulart noted that the first phase of the MCAS administration is complete with the second phase (Math, History, and Science & Technology) to begin on May 12, 2008 and end on May 29.

Adjournment: At 7:44 PM, a motion was made by Mr. Wallace to adjourn, seconded by Ms. Nelson, and **APPROVED** unanimously.

Next Meeting: The next meeting of the Board of Trustees will be held on **Wednesday, May 28, 2008 at 7:00 p.m.** in the Cafeteria of the Upper School located at 37 Park Street.

Respectfully submitted,

Dr. Thomas J. Curry
Secretary