



**BOARD OF TRUSTEES
MEETING MINUTES
February 27, 2008**

Trustees Present: F. George Jacome; Robert Collins; Dr. Thomas J. Curry; Charles F. Fellows, IV; Dr. Ronald B. Goodspeed; 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); Fernando Garcia (excused)

Administrative Staff Present: Fernando M. Goulart, Executive Director; Thomas Paul, Director of Business; Kerry S. Kennedy, Principal – Lower School; Henrique M.F. Madeira, Principal – Upper School

Support Staff Present: Vivian Carreiro, Executive Director’s Secretary; Louise M.R. Pettey, Upper School Nurse; Eric Ventura, Music Teacher; Diane Boutin, Family Learning Center Assistant; Kristi Oliveira, Human Resources Manager

Student Representative: Jason Linhares, 8th Grade Class President (excused); Alexandre Medeiros, 7th Grade Class President

Community Input: None

Call to Order: Mr. Jacome officially called the meeting to order at 7:06 p.m.

Acceptance of Minutes: Mr. Jacome presented the Minutes from the Board of Trustees meeting of January 30, 2008 which were sent in advance of this meeting to all Board members. A motion was made by Atty. Saulino to dispense with the reading of the Minutes and to accept the Minutes as presented, seconded by Ms. Nelson and **APPROVED** unanimously.

Correspondence: None

Staff Presentations: None

Financial Report: A motion was made by Mr. Medeiros to waive the reading of the Financial Report, seconded by Dr. Curry and **APPROVED** unanimously. A copy of the Financial Report is on file in the Office of the Board of Trustees.

*Committee
Reports:*

Development Committee: No report.

Education Committee: No report.

Facilities Committee: Dr. Curry reported that the Facilities Committee had met prior to the Board meeting and discussed several items. One of which is the need for an additional classroom at the Upper School to accommodate the extra seventh grade class as well as additional space for the music program. The initial plan is for the demolition of certain walls on the 4th floor to occur during April vacation with construction of the new rooms to begin as soon as the current school year is completed. Dr. Curry stated that they had reviewed the quote and the committee is holding off on making any decisions until the March meeting.

Discussion ensued regarding consideration of the next steps to take with the newly acquired land. Dr. Curry stated that there would be a meeting with Mr. Baldwin, Mr. Karam, Mr. Goulart and himself prior to March 15, 2008.

The next meeting of the Facilities Committee will be held on Wednesday, March 26, 2008 at 6:00 PM in the first floor conference room of Atlantis Charter School.

Finance Committee: No report.

Nominating Committee: No report.

Personnel Committee: No report.

Old Business:

Mr. Goulart stated that packets had been given to the Board members attending the National Charter School Conference. Included in the packet were flight schedules, hotel reservations, and conference registrations. Mr. Goulart informed the Board that two staff members applied to attend the conference, Kerry Kennedy, Lower School Principal, and Mathieu Pilote, Family Learning Center Director.

Mr. Goulart presented the Site Visit draft which has been the best report thus far. Mr. Goulart will be checking the report for any factual errors and notifying the Charter School Office with corrections, if any, by the end of this week. Once this task is completed, Atlantis can expect to have the final report within a month. Mr. Wallace credited administration and staff for a job well done. Mr. Goulart stated that once the final report is received, it will be posted on our website and distributed to the media and the superintendent of schools from which we have students.

New Business: Mr. Goulart presented the school uniform policy. Mr. Goulart stated that several options were explored. The purpose of the uniform policy is two-fold: it allows the school to better monitor and enforce the policy and it prevents parents from searching all over for clothes that fit their child. Mr. Goulart stated that a letter has been sent home to parents notifying them not to buy clothes until a decision has been reached as to whether the Board approves the uniform policy vs. the dress code policy. The response from parents thus far has been positive, mostly due to the fact that they will now have a one-stop shop. The cost is relatively the same from buying dress code clothes to switching over to a uniform company. Mr. Goulart stated that the school would get approximately 10% of the profits and Mr. Goulart is hopeful to place that money in a fund for parents with difficulty in paying for uniforms. Mr. Goulart stated that there would be some sort of financial aid form for these parents to fill out.

A motion was made by Mr. Wallace to accept the uniform policy as presented, seconded by Ms. Nelson and **APPROVED** unanimously.

Mr. Goulart presented a proposed revision to the conflict of interest policy. Mr. Goulart stated that it is just tightening the current policy to specifically address what an immediately family member is. Mr. Goulart stated that as the current policy states, as long as it is disclosed to the Board that a family member is applying for a job, Atlantis can interview the individual. Dr. Goodspeed stated that the Personnel Committee will be taking up the revision of the conflict of interest policy.

Mr. Goulart presented the school calendar for 2008-2009. Mr. Goulart explained that there is a change from previous years as to when professional development days will be held. Instead of having a professional development day the day after students leave, that day will be moved to the first week of school allowing for four professional development days as opposed to three.

A motion was made by Dr. Goodspeed to approve the calendar as presented, seconded by Mr. Medeiros and **APPROVED** unanimously.

Mr. Jacome announced the 1st Annual Wine Tasting event will be taking place sometime in May. Mr. Goulart asked for the Board members' cooperation in running this event as well as any contact information on individuals who might be interested in attending. Mr. Goulart will be discussing possible dates with Mr. Fellows and will report more information as soon as more specifics are in place.

Mr. Jacome presented the revised list of Board members and stated that if there were any corrections to be made to notify Vivian Carreiro. Mr. Jacome asked to receive a copy of the subcommittee members list.

Mr. Jacome commented on the Herald News article and commended Mrs. Kerry Kennedy, Principal of the Lower School, for a terrific job in organizing the alumni reunion. Mrs. Kennedy mentioned that over 140 alumni attended the informal gathering and that the students and staff really enjoyed the opportunity to be back together.

Mr. Jacome presented the organizational chart to give everyone a better understanding of the operational standpoint of Atlantis Charter School.

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Executive Session: A motion was made by Mr. Medeiros at 7:44 PM to move into executive session, seconded by Mr. Wallace, and **APPROVED** unanimously.

THE BOARD OF TRUSTEES MOVED INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING LEGAL ISSUES.

A motion was made by Mr. Medeiros at 8:58 PM to move back to open session, seconded by Mr. Wallace, and **APPROVED** unanimously.

THE BOARD OF TRUSTEES MOVED OUT OF EXECUTIVE SESSION.

Adjournment: At 9:00 PM, a motion was made by Mr. Medeiros to adjourn, seconded by Atty. Saulino, and **APPROVED** unanimously.

Next Meeting: The next meeting of the Board of Trustees will be held on **Wednesday, March 26, 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