



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

- Trustees Present:* F. George Jacome; Gerald Audet; 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:* *Robert Collins (excused); Fernando Garcia (excused); Dr. Ronald B. Goodspeed (excused);*
- Administrative Staff Present:* Fernando M. Goulart, Executive Director; Thomas Paul, Director of Business; Kerry S. Kennedy, Principal – Lower School
- Support Staff Present:* Vivian Carreiro, Executive Director’s Secretary; Louise M.R. Pettey, Upper School Nurse
- Student Representative:* *Jason Linhares (excused)*
- Community Input:* None
- Call to Order:* Mr. Jacome officially called the meeting to order at 7:07 p.m.
- Acceptance of Minutes:* Mr. Jacome presented the Minutes from the Board of Trustees meeting of November 28, 2007 which were sent in advance of this meeting to all Board members.

A motion was made by Mr. Audet to dispense with the reading of the Minutes and to accept the Minutes as presented, seconded by Atty. Saulino and **APPROVED** unanimously.
- Correspondence:* Mr. Jacome presented a thank you notes from Teresa Nelson and Vivian Carreiro.

Mr. Jacome read a letter sent by Atlantis Charter School to the Department of Social Services Children’s Fund donating a check in the amount of \$204.00.

Mr. Goulart reported that the Grimshaw-Gudewicz Foundation had donated a check in the amount of \$4,000 to be used towards physical education equipment.
- Staff Presentations:* None
- Financial Report:* Mr. Paul presented the Financial Report, a copy of which is on file in the Office of Board of Trustees.

*Committee
Reports:*

Development Committee: Mr. Goulart reported that Atlantis has committed to a golf tournament date of August 4, 2008. Mr. Goulart would really like to start meeting with the Golf Tournament Committee in March. Mr. Goulart stated that due to Mr. Garcia's reported health issues, there were concerns whether he would be continuing to serve on the Board. Mr. Jacome indicated that he will be meeting with Mr. Garcia to discuss this matter.

Education Committee: Mr. Wallace reported that Mr. Goulart had provided the Education Committee meeting with a brief report on the Stanford¹⁰ results from the Fall administration. Mr. Wallace stated that due to the benchmark assessments being administered in a pilot program, the Stanford¹⁰ will most likely be eliminated as a student form of assessment when the new school accountability plan is written.

Mr. Wallace was pleased to announce that he had received his first Venture Grant application from the Music Department, Mr. Ventura and Mr. Brejcha, in the amount of \$6,515.00 over a two-year period. Mr. Wallace stated that the Education Committee recommends to the Board approval of this Venture Grant.

A motion was made by Mr. Medeiros to approve the Venture Grant in the amount of \$6,515 over a two-year period, seconded by Ms. Nelson and **APPROVED** unanimously.

Mr. Wallace stated that the next Education Committee meeting will be held on March 26, 2008 at 5:00 PM in the first floor conference room of Atlantis Charter School.

Facilities Committee: Dr. Curry reported that the Mission Statement for the Facilities Committee had been approved.

Dr. Curry stated that Mr. Karam is working on a construction checklist to help the Facilities Committee determine the appropriate questions to be asked of any potential consultant.

Mr. Karam, Mr. Collins, and Mr. Medeiros, in consultation with Mr. Goulart and Mr. Paul, will handle the financial profile for the new school.

Mr. Goulart stated the need next year 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.

The next meeting of the Facilities Committee will be held on Wednesday, February 13, 2008 at 6:00 PM in the first floor conference room of Atlantis Charter School.

Finance Committee: Mr. Medeiros recommended that the Board approve the creation of a new bank account in which to deposit any funds raised specifically for the new building.

A motion was made by Dr. Curry to create a building bank account, seconded by Mr. Audet and **APPROVED** unanimously.

Discussion ensued regarding opening the account with a total of \$50,000 to be transferred from the FY08 operating budget.

Dr. Curry amended his previous motion to include depositing \$50,000 from the operating fund to the newly created building account, seconded by Mr. Audet and **APPROVED** unanimously.

Mr. Medeiros stated that Atlantis owns a billboard located on the newly acquired property. The billboard is currently being leased to Clear Channel. Clear Channel has not paid Atlantis since the land was acquired. Mr. Medeiros stated that we would be in contact with Clear Channel to resolve the issue of owed payments since the date of the purchase in the amount of \$398 per month. Mr. Medeiros is looking for a new bid on leasing out the billboard. His sources state that even \$1,000 per month is very low. Mr. Medeiros should be getting more information by the end of this week.

Nominating Committee: No report.

Personnel Committee: No report.

Old Business: Mr. Goulart shared with the Board the unofficial oral summary of the 13th year Site Visit. The report was very positive. Mr. Goulart stated that we should receive a draft of the written report within 3 weeks of the visit date. At that time, we can contest any factual data that is incorrectly reported. Mr. Jacome stated that he was very impressed with the way the Board responded to the Site Visit team's questions.

Mr. Goulart stated that an offer had been extended to faculty and staff to submit an application to attend the National Charter School Conference. Mr. Goulart informed the Board that in the application requires staff members attending to commit in writing to an additional year of employment at Atlantis Charter School. If that commitment is not met, the individual would be responsible for reimbursing Atlantis Charter School for their portion of expenses in attending the conference.

New Business: Mr. Goulart presented the Board with a Preliminary Executive Director Search Committee Timeline which sets January 2009 as the goal for having a permanent executive director under contract. Mr. Jacome stated that the Personnel Committee would be coming up with a concrete plan to search for the Executive Director.

Mr. Medeiros stated that instead of starting this process in June, he felt it would be advantageous to start the process immediately. Mr. Jacome will be contacting Dr. Goodspeed to get the process moving along.

Mr. Goulart mentioned the school should consider posting the position at the National Charter School conference.

Mr. Jacome discussed the board committee assignments. He noted that he should be contacted as soon as possible if any changes needed to be made; Mr. Jacome added that certain protocols need to be followed including that committee meetings should be initiated by the committee chair.

Mr. Jacome discussed in general the list of Performance Expectations for Board of Trustee Members included in the Board packet. Mr. Jacome noted that it was a good idea to review it annually with the Board.

Mr. Jacome 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.

*Executive
Session:*

A motion was made by Mr. Medeiros to move into executive session, seconded by Mr. Audet, 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. Audet, 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, February 27, 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