



**BOARD OF TRUSTEES  
MEETING MINUTES  
June 17, 2009**

- Trustees Present:** F. George Jacome; Matthew Burke, Jr., Esq.; Robert F. Collins; Jeffrey T. Karam; Teresa Nelson; Beverly Pavao; Brenda Reback; Peter A. Saulino, Esq.; James A. Wallace, Jr.;
- Trustees Absent:** Fernando Garcia (excused); Dr. Charles Khoury (excused); Jonathan Taradash, (BOT Staff Intern) (excused)
- Student Representative:** Alexa Caetano, 8<sup>th</sup> Grade Class President (excused)
- Support Staff Present:** Fernando M. Goulart, Executive Director; Thomas Paul, Director of Business; Dr. Diane Desrosiers, Student Services Director; Henrique M.F. Madeira, Principal – Upper School
- Community Input:** Mr. Robert Rebello, 7<sup>th</sup> Grade Science Teacher, and members of the Massachusetts Waterfowlers Association presented Atlantis Charter School with a check in the amount of \$1,000 to be used towards the purchase of Science supplies.
- 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 May 27, 2009, emailed in advance of this meeting to all Board Members.
- A motion was made by Atty. Saulino to accept the minutes as presented, seconded by Robert Collins, and **APPROVED** unanimously.
- Correspondence:** None
- Staff Presentations:** None
- Financial Report:** A motion was made by Atty. Saulino to waive the reading of the Financial Report, seconded by Teresa Nelson 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:**  
Mr. Goulart reported that, to date, no Board member has volunteered to chair the golf tournament. A “Save the Date” postcard was mailed to approximately 500 vendors as well as to all families at Atlantis Charter School and followed by a the mailing of the tournaments brochure. Mr. Goulart added that registration was also available through the school’s website.
- Education Committee:**  
No report.
- Facilities Committee:**  
Mr. Goulart reported that DRA will present Atlantis with a final bound copy of their report by

the middle of July. Mr. Goulart reported that the next steps required to advance this project will require the collaborative effort of the Facilities Committee and the Finance Committee.

**Finance Committee:**

Mr. Collins advised the Board that the Finance Committee had engaged Daniel Dennis & Company, LLP to perform the school's audit. The cost will be approximately \$20,000-\$30,000.

Based on the audit, Mr. Collins made a motion to segregate funds related to the food service program into a deposit account, a food service revolving account that could be reconciled monthly, with an initial deposit up to \$5,000. The motion was seconded by James Wallace, and APPROVED unanimously.

Mr. Collins, based on advice from the school's auditors, made a motion to reclassify \$500,000 currently in an account for costs associated with retiree and health benefits. He recommended that the certificate of deposit account held at Citizens-Union Savings Bank, the Restricted Retirement Benefit account, be renamed to be a Building Improvement Fund, thereby re-classifying the \$540,000+ cash, until such time as the retiree health benefits cost research analysis could be completed. The motion was seconded by Teresa Nelson, and APPROVED. Mr. Wallace abstained from the vote.

Mr. Collins made a motion to transfer \$500,000 of cash from the School's fourth quarter tuition reimbursement payment into an unrestricted board designated building improvement fund. The motion was seconded by Mr. Karam and APPROVED unanimously.

Mr. Collins reported that, after all transfers are completed, Atlantis will have just under \$3 million dollars in operating cash.

**Nominating Committee:**

No report.

**Personnel Committee:**

Atty. Saulino stated that he had sent an email to all Board members regarding the evaluation of the Executive Director. Atty. Saulino reminded the Board that he needed those forms back in order for them to be tallied and incorporated into this year's annual report.

***Old Business:*** Mr. Goulart stated that he needs to receive the Board of Trustee goals for next year by the end of the first week of July to incorporate into the Annual Report.

Mr. Goulart reported that the graduation and dinner dance had been a wonderful event. He thanked Elizabeth Greene, 8<sup>th</sup> Grade Paraprofessional, for doing such a great job in organizing all the graduations activities and festivities. Mr. Goulart added that, out of sixty graduates, twenty had an academic average of 90 or above, thirty-two had an average of 80 and above, and eight had an average of 75 or above.

***New Business:*** Mr. Goulart asked all Board members to complete the Disclosure of Financial Interest forms and provide them to Vivian Carreiro so that she may submit them to the Department of Elementary and Secondary Education no later than September 1, 2009.

Mr. Jacome mentioned that the Board members meeting attendance record attendance had been included in the Board Meeting Information Packet for their review.

Mr. Jacome thanked Mr. Goulart on behalf of the Board and students for his years of service and dedication and wished him the best in his retirement.

*Adjournment:* At 7:29 PM, a motion was made by Atty. Saulino to adjourn, seconded by Ms. Nelson and **APPROVED** unanimously.

*Next Meeting:* The next meeting of the Board of Trustees will be held on **Wednesday, August 26, 2009 at 7:00 P.M.** in the Cafeteria of the Upper School located at 37 Park Street.

Respectfully submitted,

Mr. James A. Wallace, Jr.  
Secretary