



**BOARD OF TRUSTEES
MEETING MINUTES
March 26, 2008**

- Trustees Present:* F. George Jacome; Robert Collins; Dr. Ronald B. Goodspeed; Jeffrey T. Karam; Paul S. Medeiros; Troy E. Mitchell; Peter A. Saulino, Esq.; James A. Wallace, Jr.; Robin Morin (BOT Staff Intern)
- Trustees Absent:* *Gerald Audet (excused); Dr. Thomas J. Curry (excused); Charles F. Fellows, IV (excused); Fernando Garcia (excused); Teresa Nelson (excused); Brenda Reback (excused)*
- Administrative Staff Present:* Thomas Paul, Director of Business; 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; Elizabeth Greene, Paraprofessional
- Student Representative:* Jason Linhares, 8th Grade Class President (excused)
- Community Input:* None
- Call to Order:* Mr. Jacome officially called the meeting to order at 7:00 p.m.
- Acceptance of Minutes:* Mr. Jacome presented the Minutes from the Board of Trustees meeting of February 27, 2008 which were emailed in advance of this meeting to all Board members.
- A motion was made by Mr. Medeiros to dispense with the reading of the Minutes and to accept the Minutes as presented, seconded by Mr. Karam and **APPROVED** unanimously.
- Correspondence:* A thank you note was received from Steppingstone, Inc. for the donation of food it received from Atlantis.
- Mr. Jacome thanked the Board for the plant received as well as the kindness and support expressed for his wife’s grandmother’s passing.
- Staff Presentations:* None
- Financial Report:* Mr. Paul presented the Financial Report, a copy of which is on file in the Office of the Board of Trustees.
- Committee Reports:* **Development Committee:** No report.
- Education Committee:** Mr. Wallace reported that the Education Committee met prior to the Board meeting although several members were not in attendance. Mrs.

Cheryl Belknap, Curriculum Director and Ms. Linda Limoges, Reading Coach, discussed the internal benchmark assessment being developed and implemented for Grades 1-8. They noted the assessment is designed to quickly provide our educational staff with student test data and provide students with additional MCAS style test-taking practice. Over time, the goal would be to phase out the Stanford¹⁰ tests and replace them with our internal assessment.

Mr. Wallace stated that MCAS testing was currently underway and that our students are taking it very seriously and are taking their time in completing the tests.

Mr. Wallace stated that at the next Education Committee meeting, ways to improve the MCAS scores in grades 3 and 4 will be discussed as well as reviewing the Accountability Plan and how it ties into the Strategic Plan.

The next meeting of the Education Committee was originally scheduled for May 21. However, due to committee members not being available, the meeting has been re-scheduled for May 28, 2008 at 5:00 PM in the first floor conference room of the Upper School. Ms. Teresa Nelson will chair the meeting.

Facilities Committee: Atty. Saulino reported that the Facilities Committee had met on March 13, 2008 when the committee discussed “next steps” in the development of the school site with Bob Baldwin. In addition, Mr. Saulino stated that in an effort to build the new school, Mr. Baldwin was asked for a set of deliverables and a fixed price as to how much his work will cost. Mr. Baldwin was given a two week time frame to provide Atlantis with this information. Atty. Saulino will be contacting Mr. Baldwin within the next few days to follow up.

Mr. Saulino added that a discussion was had with Mr. Collins, Mr. Medeiros, and Thomas Paul regarding financing of the new school. He noted that the discussion indicated the school, at this time, was \$12 million to \$15 million dollars short of the amount projected by Mr. Baldwin to finance the development of the site and construction of the new school. He indicated that the Facilities Committee is looking for ways to bridge this gap and will be running a few different financing scenarios. The opinion was that, realistically speaking, it will probably take 5 – 7 years to build a new school.

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: No report.

Nominating Committee: No report.

Personnel Committee: Dr. Goodspeed reported that the Personnel Committee met on March 19 and undertook a number of items.

The Emergency School closing policy was reviewed and presented.

A motion was made by Mr. Medeiros to approve the Emergency School closing policy as presented, seconded by Atty. Saulino and **APPROVED** unanimously.

The Personnel Committee also reviewed and presented the Faculty and Staff Attendance Policy to address disciplinary action for excessive unscheduled absences and tardiness.

A motion was made by Atty. Saulino to approve the Faculty and Staff Attendance policy as presented, seconded by Mr. Wallace and **APPROVED** unanimously.

Dr. Goodspeed stated that the Personnel Committee reviewed the current retirement policy. It was determined that a financial analysis of future impact needed to be established before finalizing the policy. Dr. Goodspeed stated that the Personnel Committee would provide further detail to the Board upon such financial analysis being done.

The Personnel Committee has also started the process to search for an Executive Director to replace Mr. Fernando M. Goulart upon his retirement in July 2009. Topics included a proposal for a search committee, timeline, and the need to hire a search firm to assist the search committee. The search committee will consist of 12 individuals comprised of 5 Board members, 4 faculty and staff members (2 from each school), and 3 parents.

The goal to having an Executive Director hired is by January 2009 to allow significant overlap with Mr. Goulart to orient and facilitate the new leader.

The process to create a Search Committee is already underway, and individuals have been asked to identify firms that can potentially help in the area of superintendents, executive directors, and school leaders. Dr. Goodspeed stated that his personal timeline to get the search committee complete is within the next week to week and a half.

It has been determined that Mr. Goulart will not participate in the Search Committee, however, will be fully available to answer any questions.

A motion was made by Mr. Medeiros to accept the Search Committee proposal as presented, seconded by Mr. Karam and **APPROVED** unanimously.

Old Business:

Mr. Jacome stated that all Board members received ten tickets to the First Annual Wine Tasting Event to be held May 15 at Rachel's Lakeside. The goal is to have every Board member sell ten tickets at \$40.00 per ticket. Mr. Jacome reported that one of our parents who is in the liquor business has donated the wine for this event. Mr. Jacome is asking that board members lobby various food establishments to provide food and hors d'oeuvres for this event. The committee is also seeking out donations for the silent auction as well as raffle prizes. Mr. Ventura is looking into the possibility of acquiring a pianist to provide light entertainment for the evening.

New Business:

Mr. Jacome reported that Mr. Fellows', Mr. Medeiros', and Dr. Goodspeed's term was expiring within the next few months. He asked that, in order to provide enough depth on the Board to address major upcoming issues, current Board members submit to him the names of any prospective candidates.

Mr. Jacome stated that Mr. John Connors is currently on a \$1,000 retainer per month. Most of what Mr. Connors was responsible for was running CORI checks which is currently being done by Ms. Kristi Oliveira, HR Manager. Mr. Jacome is recommending to the Board that we stop the \$1,000 retainer for Mr. Connors since we do not have a current contract with him and place him in a per diem status.

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A motion was made by Dr. Goodspeed to stop the \$1,000 retainer for Mr. Connors and place him in a per diem status, seconded by Mr. Medeiros and **APPROVED** unanimously.

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

Next Meeting: The next meeting of the Board of Trustees will be held on **Wednesday, April 30, 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