



**BOARD OF TRUSTEES  
MEETING MINUTES  
October 29, 2008**

- Trustees Present:** F. George Jacome; Robert F. Collins; Dr. Thomas J. Curry; Jeffrey T. Karam; Teresa Nelson; Beverly Pavao; Brenda Reback; Peter A. Saulino, Esq.; James A. Wallace, Jr.; Jonathan Taradash, (BOT Staff Intern)
- Trustees Absent:** Gerald Audet(excused); Fernando Garcia (excused)
- Student Representative:** Alexa Caetano, 8<sup>th</sup> 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; Dr. Diane Desrosiers, Director of Student Services; Kristi Oliveira, Human Resources Manager; Mathieu Pilotte, Family Learning Center Director
- Community Input:** None
- Call to Order:** Mr. Jacome officially called the meeting to order at 7:13 p.m.
- Acceptance of Minutes:** Mr. Jacome presented the Minutes from the Board of Trustees meeting of September 24, 2008, emailed in advance of this meeting to all Board members. A motion was made by Mr. Wallace to dispense with the reading of the Minutes and to accept the Minutes as presented; seconded by Ms. Nelson, and **APPROVED** unanimously.
- Correspondence:** Mr. Goulart presented a letter from Kathleen Skinner, Director, Center for Education Policy and Practice (Massachusetts Teachers Association) requesting the names of students, both currently and on the waiting list. Mr. Goulart stated that a policy needs to be in effect to deal with such requests and is deferring this issue to the Personnel Committee.
- Staff Presentations:** Mr. Welchman reported that a Student Government election had recently taken place. Mr. Welchman added that 46 candidates were running for a number of different positions, including class president, vice-president, treasure and representatives.
- Mr. Welchman announced the winners of the election and as such, introduced Miss Alexa Caetano as 8<sup>th</sup> Grade Class President.
- A motion was made by Atty. Saulino to appoint Miss Alexa Caetano to the Atlantis Charter School Board of Trustees for the duration of her term, seconded by Ms. Nelson and **APPROVED** unanimously.
- Financial Report:** Mr. Paul presented 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:**

No report.

**Education Committee:**

Mr. Wallace stated that the Education Committee will be meeting on November 19, 2008 at 6:00 PM in the first floor conference room of Atlantis Charter School.

**Facilities Committee:**

Mr. Karam reported that the Facilities Committee had met and interviewed both architectural firms, DRA and HMFH. As a result of those interviews, the Facilities Committee approved the architectural firm DRA to complete the vision and programming plan. Mr. Karam reported that DRA's quote was around \$18,000.00.

**Finance Committee:**

A presentation was made by Colleen Murphy and Kris Lane of Daniel Dennis & Company, LLP regarding the school's 2008 audit, a copy of which is on file in the office of the Board of Trustees. The Finance Committee recommended that the Board approve the audit for submission to the state.

A motion was made by Mr. Collins to approve the audit as presented, seconded by Atty. Saulino and **APPROVED** unanimously.

Mr. Jacome thanked the administration as well as Mr. Paul for all of their hard work in having a clean audit.

**Nominating Committee:**

No report.

**Personnel Committee:**

No report.

***Old Business:***

Atty. Saulino reported that the By-Law change regarding the hiring and evaluation of the Business Manager had been emailed to all Board members on October 9, 2008 allowing for the 15 day period. Atty. Saulino stated that the By-Law language currently reads:

“The Board shall also be responsible for selecting and appointing the Business Manager to monitor his/her performance, and to provide annual written evaluations.”

The proposed change in the By-Law language will delete the above sentence and will replace it with:

*“The Executive Director shall be charged with the hiring/appointing and/ if necessary, dismissal, of the Business Manager. The Executive Director will be responsible to monitor the Business Director's performance and shall provide annual written evaluations of the Business Director to the Board.”*

A motion was made by Dr. Curry to change the By-Law language to read the above statement, seconded by Ms. Nelson and **APPROVED** unanimously.

Mr. Goulart stated that this change is not final until the Commissioner of Education approves it.

Mr. Jacome stated that the assignment of committee chairs and members has been complete. Mr. Jacome used the most current by-laws. Mr. Jacome further added that it is up to the subcommittee chairs to recommend up to 5 members, in order that there are no more than 6 total members on any subcommittee. Mr. Karam has undertaken the role of chair of the facilities committee.

Mr. Goulart updated the Board on the boiler situation at the Upper School. Mr. Goulart stated that he had received 3 bids. Montle Plumbing & Heating was awarded the bid for just under \$30,000. It should take no more than 2 weeks to install the boiler. Mr. Goulart did mention that Montle Plumbing & Heating had connected all of the heating elements to the other remaining boiler so that there was heat in the school.

Mr. Goulart stated that there had been a calendar change to switch Friday, January 2, 2009 to Saturday, October 25, 2008. Since this change did not affect the students, there is no need to submit anything to the Department of Elementary and Secondary Education.

Mr. Goulart stated that the Board members had received a copy of the letter that was submitted to Mary Street regarding the renewal application. Mr. Goulart added that we should be expecting a site visit in late February to early March.

*New Business:* Mr. Goulart presented to the Board the results of the Spring 2008 MCAS.

Mr. Goulart recognized all the students, faculty, and staff who donated to the family of the two Atlantis students who lost all of their possessions in a house fire. Mr. Goulart was proud to announce the grand total collected in the amount of \$6,513.24 in cash and \$175.00 in gift cards. Mr. Goulart has met with the family to inform them of the check.

Mr. Goulart presented to the Board of Trustees his letter of retirement. Mr. Goulart stated that it was bitter-sweet to write. Mr. Goulart is looking forward to the rest of this school year. Mr. Jacome stated that he accepted Mr. Goulart's letter of resignation and wishes him well.

Mr. Jacome stated that the interview process will be starting next week to find a replacement Executive Director.

Mr. Jacome added that he had received a resignation letter from Mr. Louis Cabral, President of Atlantis Educational Foundation. Mr. Jacome is inviting anyone who might be interested in serving on the foundation to contact him for more information.

Mr. Goulart presented to the Board the Whale of a Mystery program that several staff members assisted in writing. This program is made available to all schools in the area free of charge.

Mr. Goulart presented to the Board the newest Annual Report. Mr. Goulart stated that should anyone have any questions with it, to give him a call to discuss it in an individual manner.

*Executive Session:*

A motion was made by Atty. Saulino at 8:30 PM to move into executive session, seconded by Ms. Nelson and **APPROVED** unanimously.

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

A motion was made by Dr. Curry to move back to open session, seconded by Ms. Nelson and **APPROVED** unanimously.

**THE BOARD OF TRUSTEES MOVED OUT OF EXECUTIVE SESSION.**

***Adjournment:*** At 8:44 PM, a motion was made by Mr. Collins to adjourn, seconded by Dr. Curry and **APPROVED** unanimously.

***Next Meeting:*** The next meeting of the Board of Trustees will be held on **Wednesday, November 19, 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