

# BOARD OF TRUSTEES MEETING

November 17, 2010

Minutes

**Attendance:** K. Saxon, Dr. Martin, Dr. Harris, L. Bligen, K. leong, E. Carrasco-Rivera, M. Medley, A. Pless

**Absent:** Dr. Leonard, D. Mulhern, K. VanderLaan, H. Raymond

**Staff and Guests Present:** J. Nesgos, B.J. Turner, A. Buckmire, P. Ciaramitaro, K. Lane

**Call to Order:** The meeting was called to order at 5:30 pm

**Minutes:** September 15 minutes were approved by the Board.  
L. Bligen motioned to approve and K. leong second the motion.

**Minutes:** October 20 minutes were approved by the Board.  
K. leong motioned to approve and L. Bligen second the motion.

**Public Comment:** No public comment presented.

**Auditors Exit Presentation:** The meeting opened with an Exit Presentation by K. Lane and M. Driscoll of Daniel Dennis & Company LLP, Certified Public Accountants. All Board members were provided with a copy of the audit and a copy of the Exit Presentation. Auditors reviewed the exit presentation materials provided, which included required communication, a review of the five-year graphs and trends, issues, items, compliance and regulations. K. Lane and M. Driscoll answered questions posed by the Board, including those regarding the school's process of recording expenditures of grant money.

**Literacy Presentation:** Ms. Nesgos gave a power point presentation about the BRCPS literacy program, its vision, design and core program. The intervention programs were highlighted as well as the key elements and student placement plan in classrooms. The presentation was informative and well received by all.

## **Committee Updates:**

### **FINANCE—L. Bligen**

The minutes of the last committee meeting was distributed and shared with all Board members which included an audit update. Mr. Bligen and B. J. Turner shared a corrective action plan simplifying reports; balance sheet, income statements and grants.

The business office will follow up with departments providing periodic reports on grants to ensure that all grants are spent within the appropriate timeline.

## **BUILDING –**

In H. Raymond's absence, K. Saxon read the following update provided by him electronically: The building is 95% complete with landscape items that will need to be completed in the Spring. We are working with Suffolk Construction, [Daedalus](#), CFO, and COO to finalize and close out construction budget. We continue to monitor and oversee operations of the school with Suffolk Construction assistance during the one year warranty period ([August 21, 2011](#)). [This Thursday](#), at the Build Boston Conference, H. Raymond, HMFH, Suffolk, and Daedalus will be presenting the school project.

## **NOMINATION AND GOVERNANCE – R. Harris, K. Saxon**

The term of D. Mulhern expired. The Board did not vote to renew him for a second term. The Board will recommend that D. Mulhern serve in an advisory capacity along with Mr. Washington and Ms. Jacob-Hayes.

## **EXECUTIVE—K. Saxon**

The executive committee rarely meets separately. Discussions are mostly held in the full board meetings.

## **Ad-Hoc Committee**

An ad-hoc committee was formed to increase parental involvement. G. Martin, M. Leonard, E. Carrasco, K. Saxon and R. Harris, P. Ciaramitaro and M. Taylor are members of this committee.

## **DEVELOPMENT—**

K. Vander Laan was not present for the meeting.  
K. Saxon will send the draft strategic plan and asked everyone to read and offer suggestions.  
The Annual Appeal is being rolled out.

## **ACADEMIC CURRICULUM AND INSTRUCTION— M. Leonard**

M. Leonard was not present for the meeting.  
A comprehensive presentation on Data, CPI, will be presented at the next meeting.

## **HUMAN RESOURCES— M. Leonard**

M. Leonard was not present for the meeting. [Didn't K. Leong provide an update?]

## **PARENT ADVISORY BOARD— E. Carrasco, G. Martin**

The Parent Advisory Board held two meetings, one in October and another in November. A third representative is being considered to join the Board. Yesenia Delos Santos will be invited to the next meeting. Y. Santos has a child in the first grade.  
The Parent Advisory Board is refocusing. They changed the format of their meetings and are focusing on parent issue and suggestions to resolve them.

Initiatives:

- launching a fundraiser in December with World's Finest Chocolate.
- annual yearbook.

**SUPERINTENDENT'S EXECUTIVE SUMMARY:**

Thanksgiving: In the spirit of Thanksgiving, R. Harris will be providing Thanksgiving Baskets or Dinners to 10-12 families.

The Superintendents Executive Report was provided in each members Board packet along with the school department updates.

R. Harris reviewed his executive report touching on:

- Ribbon Cutting Ceremony of October 18, 2010,
- Accountability Plan and the new state standards
- Administrative Team – hard work and team work and the recent contract with Achievement Network, to assist schools to close the achievement gap. The Achievement Network will work primarily with the Elementary House.
- New England Chinese Teacher Network Conference hosted by the BRCPS was a success and attended by Secretary Paul Reville, Dr. Esta Montano, who represented Commissioner Mitchell Chester and the participation of R. Harris, J. Nesgos as presenters and the hard work of J. Xu in assisting with organizing the two day conference.
- Voices of Renaissance performed at Wheelock College and the Emerald Necklace Conservancy and will perform at the school on December 10 in the morning.

**OLD BUSINESS:** No old business to report.

**NEW BUSINESS:** There was no new business other than what was presented from the various committees.

**The Meeting Adjourned: 7:30 pm**