



Alma del Mar

## Minutes

### Board of Trustees Committee Meeting

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#### Date and Time

Friday July 24, 2015 at 8:45 AM

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#### Committee Members Present

B. Cunningham, B. Unger, C. Arnold, J. Baptist, L. Hicks, M. Blasdale, W. Gardner

#### Committee Members Absent

M. Kay

#### Guests Present

J. Eagle

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#### I. Opening Items

##### A. Record Attendance and Guests

##### B. Call the Meeting to Order

C. Arnold called a meeting of the Board of Trustees Committee of Alma del Mar to order on Friday Jul 24, 2015 at 8:50 AM.

##### C. Approve Minutes

The minutes of the board meeting on June 19th, 2015 were presented for approval. Jeanne Eagle made the motion and it was seconded by Lucille Hicks to accept the minutes of the June board meeting. The VOTE to approve the minutes was unanimous.

#### **D. Warmup/Teambuilder**

### **II. Executive Director**

#### **A. Executive Director's Report**

Will Gardner informed us that the sub-contractor bids for our new construction will be opened officially on Monday, July 27th, and that the general contractor bids will be opened publicly on Wednesday, August 5th. The 12 million dollars of New Market Tax Credits will realize 3 million dollars for Alma. Monday, July 27th begins a week of introduction for the new staff and during the following two weeks all staff will work on getting ready for the new year. Will has the goals this coming year with teachers of building new talent and working on keeping good talent.

### **III. Governance**

#### **A. 2014-15 Annual Report**

Will presented to us electronically the Annual Report for 2014-2015 that is prepared for the DESE. Bob Unger made the motion and it was seconded by Lucile Hicks to accept the Annual Report for 2014-2015 as presented. The motion was VOTED unanimously.

#### **B. Updated Alma Family Handbook**

Will presented electronically the updated Alma Family Handbook for our information. The document is used to increase the exchange of information between Alma and the families of the scholars. Communication is key especially in any disciplinary situation. Bob Unger made the suggestion that a short document should be presented to parents/guardians and written in Spanish and Portuguese. This task would fall under the duties of our new Dean of Culture.

#### **C. Parent Survey Data from 2014-15**

The Parent Survey Data from 2014-2015 was presented for our information. Adjustments to services such as transportation, food services, and uniforms are made when possible to requests from parents and scholars.

#### **D. Board Calendar 2015-16**

The draft Board Calendar can be accessed through our Alma Gmail account using Google Calendar (see Lourdes for assistance). Remember to put on your calendar Thursday, September 24th for dinner before the Board Retreat on Friday, September 25th at 8:30 a.m. - place to be determined.

#### **E. Executive Director Evaluation: Executive Session**

Chris Arnold is preparing the Executive Director evaluation from all the board entries, and we will be notified by email to study the results.

#### **IV. Finance**

##### **A. June Financial Report**

Bronwen Cunningham spoke to the June Financial Report. The major headline is that the school is on track to close with a surplus above \$300K, which is significantly higher than projected. This fact helps us financially going into our building project. Bob Unger and Lucile Hicks moved the acceptance of the Financial Report and all in attendance approved.

##### **B. Approve Alice Sheehan as alternate signatory for school checking account**

Jan Baptist made the motion and Lucille Hicks seconded it to permit Alice Sheehan to act as alternate signatory for school checking account transactions. The VOTE on this decision was unanimous.

#### **V. Capital Committee**

##### **A. Capital Project Budget Report**

Will Gardner reported that we have officially purchased the school property. The demolition costs will be expensive because of the unknowns possibly discovered during the process. We are in good hands with Dave Scheltz overseeing any further offerings of bank tax credits to help us out.

#### **VI. Development**

##### **A. Development Director transition**

With Cara Beller's recent leaving from the position of Development Director we are now in the process of analyzing our different needs of a Development Director. A discussion ensued with everyone offering thoughts on what this job description should entail in terms of time and tasks.

##### **B. Capital Campaign Report**

The Capital Campaign Report shows \$2.75M total commitments for our demolition/building project. We continue to look for more possible donors. Board members are encouraged to bring any candidates to the school the coming year.

#### **VII. Closing Items**

##### **A. Adjourn Meeting**

The board meeting was adjourned at 10:30 AM.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:30 AM.

Respectfully Submitted,  
M. Blasdale