

Baxter Academies of Maine Board of Directors Meeting
Tuesday, March 11, 2014 – 5:30PM
54 York Street, Portland, Maine

Board of Directors Members Present: Allison Crean Davis, Kelli Pryor, Peter Morrison, Ruth Dean, Peter Montano (via phone call at 7:20 pm)
Guests: Adam Burk (Chief Operating Officer), Shanna Guevin (Business Manager), Len Cole

The meeting was called to order at 5:55 pm.

Peter Morrison presented board minutes from the last meeting (February 11, 2014). We needed clarification for dates of the budget data that was shared. Approval of the Board Minutes was tabled until later in meeting when the Treasurer (Peter Montano) arrives.

Chair's Report

Kelli Pryor gave the Chair's Report, which included:

Baxter Academy had its first lottery on March 5, 2014 at the Irish Heritage Center. Dakotah Atchinson, who has managed Enrollment for this next year, designed and executed the lottery for freshman and sophomore entries. During the lottery, 81 slots were filled for freshman, and 12 were filled for sophomores. Len Cole and Jana Lapoint, Charter Commission Chair, verified numbers as they emerged from the Bingo machine. Don Gooding, the Executive Director of Maine Center for Entrepreneurial Development, was the emcee for the evening. Prior to the lottery, Baxter learned that Commitment to Enroll forms were needed from students currently enrolled. All but two students, whose family is moving out of state, returned forms prior to the lottery date.

Don Gooding's wife, Kate Gooding, runs Build-A-Biz. She's meeting with four of our students for an entrepreneur club at Baxter. This group meets on Fridays. The group will also be using office space at Casco Bay Tech Hub during the year.

Baxter Academy will be holding a Silent Auction on Friday, April 11th at the Irish Heritage Center. This event is being organized by Baxter's student fundraising group and Pam Rawson, Math teacher and group advisor. The event will begin at 5:30 pm.

Finances

Business Manager Shanna Guevin and Chief Operations Officer Adam Burk presented preliminary information on major budget changes for the 2014-15 school year. Major proposed changes include:

- The addition of six full-time teachers and a full-time guidance counselor
- Social Worker: Baxter will hire a full-time social worker, rather than contract out the service.

- Student computers: All students currently have Chromebooks. Baxter is exploring other options that would allow for wider applications (i.e. ability to utilize academic software). The laptops that are being researched are in the range of \$400-\$450 each. To help ease the costs, these new computers might start with the incoming freshman. Adam is continuing to research and speak with staff regarding academic needs.
- RippleEffect enrichment program: Baxter is hoping to offer a more robust RippleEffect program for the 2014-15 school year, which would include an overnight trip for juniors, a mentorship program, and several workshops throughout the year. This increased programming was written into a Quimby Family Grant.
- Flex Friday projects: Baxter may designate \$25 per student for the Flex Friday Projects. For the next school year, this would be a total cost of approximately \$5,750.
- Lease amount: With the summer's expansion into all 3 floors at 54 York Street, Baxter's monthly lease amount will increase from \$17,500 to \$21,000.
- Parking: Baxter is considering a "green" incentive program for staff members: Staff members are encouraged to walk, bike or ride-share to work and therefore relinquish their parking spot. Staff who commit to this program would receive a small stipend (~ 50% of cost of parking spot).

The board requested a budget document showing this fiscal year (2013-14) alongside next year's budget, as well as extended over the next few years.

Kelli Pryor updated the board on a large federal grant that would require hiring a grant writer. Executive Director Carl Stasio has been in contact with Patti Wills, who helped Cornville & MEANS secure 2 federal grants. Baxter would attempt to secure a federal grant for \$275K per year spread over 3 years. Should Baxter hire the grant writer, Baxter would pay the grant writer \$12K if successful. If not funded, Baxter would pay nothing, but the grant writer would have the option to submit another application the following year.

Allison Crean Davis moves to proceed with the hiring of this grant writer. Ruth Dean seconded. Unanimously approved by the board.

Facilities:

COO Adam Burk gave a renovations update. The 2nd floor expansion is now complete. This expansion created 2 new classrooms and offices for administrative staff. Adam is currently working with Richard Renner Architects and Rufus Deering on plans for the summer expansion in the basement. This would include: a master science lab, fabrication lab, computer lab and 2 general classrooms. The lift will extend to basement as well.

Extended Learning Opportunities

COO Adam Burk presented information to the board on new extended learning opportunities (ELO). ELOs, which stem from the standards-based movement, would

be an opportunity for after-school, summer-based (and internship) programming that could contribute to standards proficiency. Students would be able to obtain a proficiency-based diploma.

At 7:20 pm, Peter Montano joined the meeting by phone. Peter Montano clarified that Baxter is projecting a \$280,000 surplus for June 30, 2014.

Ruth Dean made a motion to accept the board minutes from February 11, 2014 as amended.

Alison Crean Davis seconded the motion. The Board Minutes from February 11 were unanimously approved by the Board.

Kelli Pryor opened up the meeting for a public discussion. There were no public comments.

Kelli moved that the board conclude the public portion of its meeting and proceed to an executive session to consult with its attorney concerning the legal rights and duties of the Corporation and matters related to 54 York Street, as permitted by the Freedom of Access Act, section 405, paragraphs (6)(C) and (E).

Ruth Dean seconded the motion. Unanimously approved by the Board at 7:30 pm.