

Baxter Academies of Maine Board of Directors Meeting
Tuesday, April 8, 2014 – 5:30 PM
54 York Street, Portland, Maine

Board of Directors Members Present: Allison Crean Davis, Kelli Pryor, Peter Morrison, Ruth Dean, Peter Montano

Guests: Carl Stasio (Executive Director), Michele LaForge (Head of School), Adam Burk (Chief Operating Officer), Shanna Guevin (Business Manager), Len Cole

The meeting was called to order at 5:37pm.

The meeting started with Student Affairs:

Head of School Michele LaForge presented a proposal for two current Baxter students whose Flex Friday project is to create a soccer team. They have been in discussion with community partners and organizations regarding field use, transportation costs, uniforms and referee costs to determine the feasibility and associated costs. They have also started conversations with local restaurants to sponsor the team. Michele presented the Board with a copy of their proposal showing an estimated cost of \$4,890/year. The Board will review and come back with questions by next Tuesday.

Three current Baxter students, Taylor, Abbie and Sarah, presented a proposal to the Board for additional murals throughout the school. Two of the students presenting this proposal are part of the Mural project group. They are working on a mural for the outdoor vestibule of Baxter's main entry. The students presented sketches for their design. The mural would represent the school, and would display the student's work. If approved, the students would paint the mural onto plywood, which would then be placed on the outside vestibule wall. The students explained that the mural completion would likely take the remainder of the school year, but that they are willing to work outside of school hours to complete it. The cost of the plywood would not be more than \$20; the paint costs (and tools) are already covered.

The Board asked if paint would be weather proof to ensure it could withstand outdoor elements; the students confirmed that it would be.

Ruth Dean made a motion to accept the student mural group proposal (pending approval by the landlord). Peter Montano seconded the motion. All approved and unanimously passed.

Cheverus junior, Parker Montano, presented information on a proposed Portland Robotics Team. Cheverus started a Robotics Team this year, which has been a great experience for Parker. There are currently 5+ high schools in Portland; Parker is proposing that we help to make a robotics team open to **all** Portland schools. Cheverus currently has a team of 21 students, and another small group. This new club would be separate than Cheverus' and, with the support of sponsors, would not cost Baxter anything. All that is needed now is a space to "house" the team and the materials. The

Robotics Institute of Maine would fund the 1st year of the new team. Parker would like to cap the team at 50-60 kids. Additional information provided by Parker:

- Their current club at Cheverus met from 4-6pm 3 times a week, and then on Saturdays as needed (9am-3pm) for 6 weeks.
- Cheverus' club does have a coach – one of the current Cheverus teachers. They also have several adult mentors.
- The new proposed club would meet every day during week.
- Parker has started to talk with students in other Portland schools, and would place information in newspapers to recruit.
- The new proposed club would begin in the Fall 2014. Parker would like to finalize a plan by June 2014. The club would have practice throughout the year, which would include mock design sessions

Michele mentioned that the following items related to Baxter's hosting of this team would need to be addressed:

- Security at Baxter: Who would lock up and alarm the building? Would a teacher or administrator need to be present to help with this?
- Storage is an issue already at Baxter. Storage closets would need to be assessed and possibly rearranged.
- Insurance/liability: What does the current policy allow and cover? Will need to look more in depth at what hosting this team (with non-Baxter students) would mean?

Michele will look at these concerns and bring the board a recommendation to vote on for the next meeting.

Peter Morrison presented board minutes from the last meeting (March 11, 2014). Peter Montano made a motion to accept the board minutes. Ruth Dean seconded the motion; all approved to accept the March 11 board minutes.

Chair's Report

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

Baxter's Silent Auction will take place this Friday (4/11/14) from 5-7:30 pm at the Irish Heritage Center.

Wood tiles were designed and constructed by Baxter students using the CNC Router. These tiles are samples for displaying Baxter donors in the form of a periodic table. The tiles will be shown at the auction.

Baxter received a \$50,000 pledge for general contribution.

Enrollment update:

There are currently only 3 spots still in play. Dakotah Atchinson, who has been managing the enrollment, expects to get commitments for all 3 of the students. The waiting list continues to grow. Over 20 students have been added to the wait list since the lottery.

Executive Director Carl Stasio reported on a few items.

Carl is currently working on a grant geared towards charter schools. The RFP could be released in early June. Carl is working with Patti Wills on the grant, which would not be able to be used for general purpose or operational expenses.

For the 2014-15 school year, we'll add a health services coordinator to our staff; this coordinator would serve as a part-time nurse. Baxter will also form a consultative relationship with a doctor to work with the board and the health services coordinator.

Michele then discussed a current concern that has surfaced – that of Intellectual Property. Students are currently working on projects during Flex Fridays, and Michele is interested to learn what the parent community, students and Board think of intellectual property at Baxter Academy. Baxter will consult with an intellectual law professional to help assist with this topic.

Adam Burk (Chief Operating Officer) and Shanna Guevin (Business Manager) presented a draft of the 2014-15 budget, which includes a projected cash carryover from 2013-14 of \$368,920. The 2014-15 budget presented included the following major expenditures and changes:

- \$153,750 budgeted for the furniture and equipment needed to create 5 classrooms in the basement (Fabrication lab, computer lab, Master science lab, and 2 general classrooms).
- To accommodate a student body of 230, Baxter will hire seven full-time faculty, in addition to a full-time guidance counselor, full-time social worker, part-time health services coordinator, and three part-time faculty or instructional coordinators.
- Baxter will provide a different computer for incoming students that will allow for more flexibility than the current Chromebooks. Various devices are being researched and piloted by IT Manager Dakotah Atchinson and Engineering teacher Jon Amory. \$62,575 is budgeted for Academic Computers and Software for the 2014-15 school year.
- Baxter is proposing a more in depth program with RippleEffect as a part of student enrichment.

Adam Burk presented an update on the basement renovation. The basement renovation will provide 2 general classrooms, a 2nd computer lab, a fabrication lab and a master science lab. Renovations will begin very soon, as August 1st is the target date for completion. We are awaiting a city permit, and then the architects need to send information to the State Fire Marshall before we can begin. The current lift cannot be extended to the basement; we will need to add a separate lift for the basement.

The meeting then opened up for Public Discussion. There was no public discussion.

Peter Morrison moved that the board conclude the public portion of its meeting and proceed to an executive session to evaluate the school management's structure and functioning, as permitted by the Freedom of Access Act, section 405, paragraphs (6)(A).

Ruth seconded the motion. All approved to proceed into Executive Session at 7:20pm.