

Baxter Academy for Technology and Science

Board of Directors Meeting

5:30 to 7 p.m., Tuesday, December 8, 2015

54 York Street, Portland, Maine

The special meeting tentatively slated for Tuesday, January 5th at 5:30 p.m. was CANCELED.

Present: Chair Kelli Pryor, Vice Chair Allison Crean Davis, Treasurer Peter Montano, Kim Gustafson, Ruth Dean, Christian Sparling

Absent: Secretary Peter Morrison

Guests present: Executive Director Carl Stasio, Head of School Michele LaForge, Baxter attorney Dan Amory

Agenda item

I. Opening items

Kelli Pryor, Board Chair, called the meeting to order at 5:35 pm.

- Minutes

Ruth Dean moved to accept the minutes as written and Kelli Pryor seconded. Kim Gustafson and Allison Crean Davis abstained from this vote because they hadn't attended the prior meeting. The minutes were approved unanimously, except for the abstentions.

- Special meeting for Facilities

Kelli Pryor explained that the Board might need to meet between regularly scheduled meetings for review of the ongoing facilities process. She motioned to set a meeting for 5:30 p.m. on Tuesday, January 5, if necessary. Peter Montano seconded. The motion passed unanimously.

II. Facilities

Kelli Pryor made a motion to go into Executive Session to discuss facilities, citing the provisions in MRSA § 405(6). Allison seconded. Board approved unanimously the motion to enter executive session.

At 6:18 p.m., the Board exited Executive Session and resumed the meeting in the order of the agenda.

III. Finances

A. Financials

Peter Montano reported that financial statements, as approved by the Board at the November meeting, have been submitted to the state.

He added that it was his pleasure to report that the line of credit has been renewed without the FAME guarantee, which will represent a savings of about \$5,000 each year. The decision to go forward without requiring the FAME guarantee indicates Bangor Savings' evaluation of Baxter's financial management and standing as very strong.

B. Audit

Peter also gave an update on the financial audit for FY15. The auditor, RKO, has completed the financial statement audit report, which was distributed. The report illustrated a strong balance sheet from June 30, 2014.

Peter Montano moved that the board approve the audit report performed by RKO. Ruth Dean seconded. There was no discussion. All board members approved the audit report.

C. 990

Peter Montano updated the Board on the 990 financial report directors have reviewed by the board and amended.

Peter made a motion to approve the 990 forms, and Kelli Pryor seconded. The motion carried unanimously.

D. Annual Appeal

Kelli Pryor reported that the annual appeal will be sent out soon to the school's community and supporters. This year a junior Baxter student contributed the graphic design to the appeal.

E. Federal Grant

The deadline is approaching for federal grants to be announced through the Charter School Program. Baxter's application was submitted on October 6. There are 17 grants available nationwide. Baxter received follow-up questions about its application and submitted additional facts per the request.

IV. Enrollment

A. Open Enrollment 2016-17

Michele LaForge gave an update on enrollment opening for school year 2016-17. The open enrollment period started on December 1st and will run until February 4th. Target enrollment for the entire school is about 350. Four open houses have been scheduled. Open day for interested students to attend for a day-long introduction to the school will be January 26th.

V. Administration

A. COO posting

Michele LaForge and Christian Sparling updated the board on the process under way to hire an operations officer for Baxter. The job description has been posted on the school's website, as well as through education-employment websites.

VI. Public Discussion

Director Kim Gustafson, who serves as scholarship director at the Mitchell Institute, shared the news that Baxter has been approved through the Institute's official process to participate in its statewide scholarship program, which offers a college scholarship to a student of merit from each of Maine's public high schools. The scholarship application process will open in January.

There will be 3 finalists from each school. The amount is a total of \$8500.

Allison Crean Davis discussed a collaboration with Baxter Advisory Board Member Julie Wilson, of the Institute for the Future of Learning. A consortium of schools, led by Julie Wilson, is seeking funding from the Assessment for Learning Grant to develop alternative ways of assessing non-traditional learning. The grant application is nearing completion.

VII. Executive Session

1MRSA § 405(6) provides as follows:

Deliberations on only the following matters may be conducted during an executive session: *
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C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency; * * *

Next regular meeting: 5:30 p.m., Tuesday, January 12; 54 York Street