

Baxter Academy for Technology and Science

Board of Directors Meeting

5:30 to 7 p.m., Tuesday, June 9, 2015

54 York Street, Portland, Maine

Directors Present: Kelli Pryor, Kim Gustafson, Peter Montano, Peter Morrison, Christian Sparling, Ruth Dean

Guests Present: Carl Stasio (Executive Director), Shanna Guevin (Business and Operations Manager)

Agenda item

I. Opening items

Kelli Pryor, Board Chair, called the meeting to order at 5:30 pm.

A. Minutes

Peter Morrison, Board Treasurer, made a motion to accept the minutes from the Board of Directors meeting on May 12, 2015. Peter Montano, Board Treasurer, seconded, and all board members present unanimously approved the board minutes from May 12, 2015.

II. Finances

A. Financial statement

Peter Montano provided financial statements through May 31, 2015, as well as a draft of projections for the end of this fiscal year. The projections include salary accruals for contracts for current teachers. After excluding depreciation, Baxter should break even going into next fiscal year. The draft of the budget for next year was also reviewed. Transportation and satellite space costs are still variables. A meeting next week will provide a better understanding of the space requirements for the FY16 school year.

Due to newly passed legislation, next year's payments for enrolled students will come directly from the state and will be distributed monthly. Charter schools are still awaiting more information from the state on this new payment system. The DOE will be hosting a meeting on July 9th to review this new process.

Executive Director Carl Stasio distributed a data analysis for 2014-15 public secondary tuition rates, which compares Baxter's public funding to that of other districts. The comparison showed that Baxter has the lowest public funding per pupil among any of its sending districts.

B. Budget projections

Business and Operations Manager Shanna Guevin provided a draft of the budget for the 2015-16 school year. This draft includes a new summer program, as well as after-school programming. The summer program, part of the new pilot Maine State of Learning Badging Program, will be held during one week in August, with four half-day classes offered. The summer and after-school programs would be

offered to current students, as well as those on the waitlist and those with an interest in STEM. Some scholarships for female participants in one of the summer programs have been provided by a donor.

There was discussion amongst the board about the need to hire a development or communications officer. This would be a priority-hire if given the financial resources.

C. Development/Outreach

Kelli briefed the board on some development activity. Many connections have been made over the past year; these connections are resulting in partnerships, internships, and general support for the school. Baxter also received a \$10,000 grant that would go towards a Maine Media workshop collaboration.

There is one more appeal letter produced by the Fundraising Team that will encourage families and community members who have not yet given to the appeal to make a donation by the end of the fiscal year.

III. Transportation

A. Preparation for 2014-15

Baxter held a transportation meeting in May with parents and Baxter leadership to review the anticipated needs for the 2015-16 school year based upon a transportation survey that had been recently sent out. The costs and available budget for transportation were reviewed, and attending parents were interested in helping to offset the costs and in assisting in other ways.

The existing bus transporting students from the south has a low ridership, so Baxter will try to shift the bus routes' north to more effectively use the bus. The utilization of public transportation was discussed, as well as the coordination of carpools. Parents offered to assist with this.

Parents were encouraged to seek support from businesses in their regions; some parents at the meeting volunteered for this. Additional parents volunteered to advocate for public transportation options in their region.

Student parking at the Park & Ride on Marginal Way was also discussed, with those drivers being picked up by our bus provider, Luce Transportation. Parents commented on their satisfaction with Luce. Carl mentioned that Luce has also been open and responsive to helping the school save money.

III. Charter monitoring visit

A. Preparation for June 11

Kelli briefed the board on the upcoming Charter Commission review. The Charter Commission will be visiting on Thursday, June 11th, for

the annual review. The board will meet with the Commission from 9:25 – 10:30 am at Baxter. The End Of Year Summary, which is essentially an abstract of the submitted binder, was distributed to the board for review.

Some reflective questions, i.e. identifying the most successful accomplishments and areas of challenge, for the board were presented. The board should review the full list of questions in advance of the meeting.

One component of the annual review is centered on student assessment. The most recent SAT scores by Baxter juniors showed that they are doing well, although this was a small sample size. Baxter is still very new and establishing a baseline for standardized tests. So, after a few more years, Baxter will be able to meaningfully analyze the data.

IV. Facilities

A. Satellite space

Discussion of the facilities was tabled for Executive Session.¹

V. Public Discussion

The board meeting was open for public discussion. There was no public discussion. Board member Ruth Dean moved to move to executive session at 6:49pm as provided in MRSA 405 (6). Peter Montano seconded. All board members present unanimously approved moving into Executive Session¹.

A. Executive session

¹ MRSA § 405(6) provides as follows:

Deliberations on only the following matters may be conducted during an executive session: * * *

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; * * *

At 7:42 pm, the board emerged from executive session, and Kelli moved that the meeting be adjourned. Board member Kim Gustafson seconded, and all board members present unanimously approved the motion.

Next meeting: 5:30 p.m., Tuesday, July 14; 54 York Street, Portland, ME 04101