

Baxter Academy for Technology and Science

Board of Directors Meeting

5:30 to 7:30 p.m., Tuesday, April 12, 2016

54 York Street, Portland, Maine

Present: Chair Kelli Pryor, Treasurer Peter Montano, Secretary Peter Morrison, Kim Gustafson, Ruth Dean, Patti Oldmixon

Absent: Christian Sparling, Vice Chair Allison Crean Davis (by phone from 7:02 p.m.)

Guest present: Head of School Michele LaForge, Dan Amory

Agenda item
I. Opening items Kelli Pryor, Board Chair, called the meeting to order at 5:40 p.m. A. Minutes Ruth Dean moved to accept the minutes as written. Peter Morrison seconded the motion. The minutes were approved unanimously.
II. Finances A. Quarterlies Peter Montano gave an update on quarterlies. He presented the board with an updated balance sheet as of March 31st. The school is at 80% of the budget on the revenue side and 70% on the expense side. Overall the school is doing great. None of these numbers include the new grant, which will be effective through March 2017. Kelli moved to accept the quarterly financial report, Ruth seconded the motion. The quarterlies were approved unanimously.
III. Facilities (Executive Session) A. Report on facilities/partnership process Peter Montano made a motion to go into Executive Session at 5:49 to discuss facilities. Ruth seconded. Board moved to approved unanimously to motion to enter executive session. At 6:17, the Board exited Executive Session.
IV. Governance A. Compliance A consultant, Wendy Betts, has been hired to help with the Compliance process, which requires a heavy lift for the administration, faculty and staff. The monitoring process for charter schools has expanded this year from past years when it was composed of one document request followed by a comprehensive meeting. The expanded process includes an annual narrative self-assessment that resembles the process schools go through on a ten-year cycle for accreditation. It also includes two

document deadlines followed by two separate Commission review team visits to the school, one on April 28 to meet with parents, students, and teachers and one on June 17 to meet with the board and the administrators. The process is particularly challenging because the process is still evolving at the Commission level and some data deadlines are ahead of when the school has access to the data. The first deadline is April 15th ahead of the first visit. The consultant will work to streamline the process for Baxter. Despite the unexpected expense, the board has identified no other way to comply without outside help given how stretched the administrative team is with operating the school.

B. Administrator Evaluation

Kelli presented for board review the evaluation process for administrators. The evaluation process involves close working relationships with authentic feedback in real time, as well as a written narrative at the end of the year. The narrative is organized in a grid with that identifies qualities important to Baxter and asks for comments regarding the competencies of the Administrator. This year, the evaluations will come from the board level for the Head of School.

C. Bylaws

The board discussed the possibility of updating the bylaws now that there is a better understanding of what the school needs most from its board. The school is moving beyond the pressing phase of its first three startup years, though it's success is still tied to the strategic planning of its governance and school leaders.

D. End-of-year meet-and-greet

A board-sponsored reception will be held Thursday, June 2nd as a meet-and-greet for partners and the community to experience Flex Friday through student presentations.

The Flex Friday Exhibition will be held Friday, June 3rd.

There will also be an awards ceremony for students on May 22nd (tentative). A yearbook will also be presented to the Board during this ceremony.

Graduation is Saturday, June 4th at 2:00 p.m. at the Irish Heritage Center.

E. Board transitions

Allison Crean Davis joined the meeting by phone at 7:02 p.m.

Kelli Pryor presented her resignation to the board. She noted that she had been honored to serve on Baxter's founding board alongside each of the directors who worked so hard to open the school. She added that she will always be proud of having signed the school's charter.

Peter Montano then motioned to accept Kelli's resignation and to elect Allison the Board Chair and Patti the vice chair. Ruth seconded. The board moved to approve the motion unanimously.

V. Administration

A. COO/Executive Director Consideration

The board discussed critical work that needs to be done in the near future. Given the initiatives that Kelli has been leading, particularly around development, facilities, and compliance, the board

discussed the need to maintain momentum, as well as to quickly add seasoned capacity to implement the federal grant, which Kelli led the effort to secure.

Peter Montano motioned to offer the position of Executive Director of Baxter Academy to Kelli Pryor in place of hiring a COO. The executive salary for this position would be in line with the Head of School's. Ruth Dean motioned to second. Board moved to approve the motion unanimously.

Kelli accepted the new position, and the change became effective immediately.

The meeting adjourned at 7:36 p.m.

Next regular meeting: 5:30 p.m., Tuesday, May 10th; 54 York Street