

Baxter Academies of Maine Board of Directors' Meeting
July 8, 2014, 5:30-7pm
54 York Street, Portland, Maine

In Attendance: Kelli Pryor, Allison Crean Davis, Ruth Dean, Peter Morrison, Peter Montano (by phone)

Meeting began at 5:45pm.

Ruth Dean made a motion to accept the minutes from the last board meeting on June 10, 2014.

Allison Crean Davis seconded the motion.

Unanimously approved by the board.

Kelli Pryor reported on how work is progressing around proposed administrative changes going into Year 2. She presented the new administrative structure for teacher support as outlined by Head of School Michele LaForge. This extends the innovations around teachers building the school. It includes the following:

David Rawson - Scheduling and Standards

David Rawson, drawing on years of past work building effective schedules as well as his work scheduling two different schedules this year, will bear primary responsibility for scheduling students consistent with the aims of the school to support not only STEM education and core courses, but also online learning, independent study, internships, and college courses. He will partner with our guidance counselor, Kate Driver, in this work. In addition, and again consistent with his work in prior schools and this year at Baxter, he will be responsible for professional development around development of standards for all courses and standards-based grading in the school. In this, he will be partnered with Pam Rawson.

Pam Rawson - Standards and Professional Development

Pam Rawson, drawing on expertise designing and implementing a standards based curriculum at Poland Regional High School as well as this year at Baxter, will partner with David Rawson around the development of standards for all courses and standards-based grading in the school.

As a long-time teacher leader and as a highly sought provider of professional development in the area of Instruction in Mathematics, Pam will also be responsible for Professional development in the area of Instruction. This means observing and mentoring all new teachers and working with any teacher around improving and expanding instructional strategies in the classroom. Even this year at Baxter, Pam was asked to provide professional development around Instruction at Greely High School on one of their professional development days, as well as through her work as President of ATOMIM (Association of Teachers of Mathematics in Maine).

Bobby Shaddox - Professional Development and Administrative Support

Bobby Shaddox will also be taking on two areas of administrative responsibility and support. The first, with Pam Rawson, is that of Professional Development. Where Pam's expertise and responsibility will be instruction, however, Bobby's will be in the areas of teacher evaluation and assessment. While HoS is responsible for formal and informal evaluation of teachers, Bobby will propose and implement a program of continuous peer review and feedback in the classroom. He will also be responsible for professional development around student work, to better assess and quantify the work our students do on Flex Friday's and in other project-based opportunities. In addition, Bobby, as a teacher interested in one day becoming an administrator, will be one of two teachers providing administrative support in the school when Michele is out of the building.

Nathaniel Edmunds - Administrative Support and 504 Administrator
Nathaniel Edmunds is the other teacher who will also be providing administrative support in the school when Michele is out of the building. In addition, Nathaniel has taken on the responsibility of being our 504 coordinator, something Michele did this year. In a related note, Nathaniel will be taking special education courses as part of an innovative plan to support all students, including those with i.e.p.'s through the visual arts.

Adam Gilman - Social and Community Development within Baxter
Adam Gilman will be taking over work relating to the development of citizenship and culture in our school. This includes understanding state laws related to bullying, suicide prevention, citizenship and health, as well helping us refine our own strategies and goals for building a strong student body and learning community. Will likely include a concrete plan to meet health requirements, mentoring programs, a Civil Rights team, LGBTQ club of some sort, curriculum around issues such as bullying, tolerance, harassment. His work in developing positive mediation programs for students will also be important.

Jon Amory - Strategic Planning

Jon Amory, as a STEM advisor to the school and in other contexts, will take part in strategic planning and will hold primary responsibility for following up on key STEM opportunities and partnerships.

The board next turned to finances and the 2014-2015 budget. As administrators were not present at the meeting, Kelli Pryor described the workshop process that had led to the budget being presented. Via phone, treasurer Peter Montano answered questions. Allison Crean Davis made a motion "to approve the 2014-15 budget as is presented to the board at the July 8, 2014 board of directors' meeting."
Peter Montano seconded the motion.
Unanimously approved by the board.

Peter Montano made a motion "to hire the accounting firm RKO of South Portland, Maine, to conduct Baxter Academy's compliance audit."

Kelli Pryor seconded the motion.
Unanimously approved by the board.

There was no public discussion.

Peter Morrison made a motion to adjourn the meeting.
Allison Crean Davis seconded the motion.

Meeting adjourned at 6:55pm.