

Baxter Academy for Technology and Science

Board of Directors Meeting

5:30 to 7 p.m., Tuesday, October 13, 2015

54 York Street, Portland, Maine

Present: Chair Kelli Pryor, Vice-chair Allison Crean Davis, Treasurer Peter Montano; Secretary Peter Morrison; Ruth Dean, and Christian Sparling.

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

Agenda item

I. Opening items

Board Chair Kelli Pryor called the meeting to order at 5:30 p.m.

A. Minutes

Peter Montano made a motion to accept the minutes of the September 8 meeting as written. Ruth Dean seconded. The board unanimously approved the minutes.

II. Facilities

A. The board discussed a workable process and timeline for negotiations toward a long-term home for Baxter.

Dan Amory reports

B. Architect's proposal

The architectural firm of Barba & Wheelock has submitted a proposed fee structure, total cost of about \$23,000, for a feasibility study of possible future space for the school. The benefits and cost of the study were discussed by the board with the prevailing assessment being that the cost is an investment now in identifying the strongest design for a permanent infrastructure that meets Baxter's particular needs as a STEM-strong program plugged into local industry and research in Portland. Members of Baxter's team have seen the space eight times.

Allison Crean Davis made a motion that Baxter proceed with negotiations for an architectural feasibility study up to \$25,000 and that the board authorize Carl to sign the contract. Christian Sparling seconded. The motion passed unanimously.

C. Flood at 54 York Street

Carl Stasio reported on a September 30 flood at the school. Portland experienced heavy street flooding that day and construction on York Street exacerbated the impact on Baxter. Students were sent home early from school, and 54 York Street was closed entirely for one day. ServPro had a crew onsite almost immediately to begin drying out the building. School met in three locations, including Portland High School, for the remainder of the week. Crews are still cleaning up the computer lab. Four new floors must be installed on the basement level. Costs of the cleanup and repairs are being covered by the landlord's insurance.

D. Flood insurance for renters?

The Board requested that Carl Stasio investigate costs for renters' flood insurance.

III. Finances

A. Financial reports

The Board reviewed the draft audit report. Baxter was given an unqualified or clean opinion from the auditor. Treasurer Peter Montano explained that the reports demonstrates the school is "doing what we're supposed to be doing."

The school is moving to new reporting system now required by the state; Business Manager Heather is working on an expanded chart of accounts for 2015-16. Peter Montano reported that cash flow is steady now that charter-school funding is paid on monthly basis by the state. Baxter has not had to tap into the line of credit at all. It remains at \$250k limit with a FAME guarantee attached.

B. Enrollment target

Head of School Michele LaForge reported that as of October 1, the deadline for state reporting, Baxter had enrolled 317 students.

C. Federal Grant

Kelli Pryor reported that a federal grant application was filed through the highly competitive Charter Schools Program by deadline on October 6. Baxter is eligible for one year of startup funds in this third year of operations.

IV. Policies

A. Intellectual Property

Michele LaForge reported that the draft Intellectual Property policy has been reviewed with interested faculty and is being well received. It will continue to be shared for feedback with the entire faculty, students, and parents in phases. The policy places emphasis on freeing everyone involved to concentrate on education with the school as a training ground or laboratory.

B. Tech Use Fee

Michele also reported that the laptop usage policy, and the Use Fee, is working well. It's not insurance but allows Baxter to minimize costs both for families and the school.

Peter Morrison made a motion to adjourn the meeting. Allison Crean Davis seconded. All board members were in favor of the motion, and it passed unanimously. The meeting adjourned at 7:03 p.m.

VII. Public Discussion

There was no public discussion necessary.

Next meeting: 5:30 p.m., Tuesday, November 10; 54 York Street