

Baxter Academies of Maine Board of Directors Meeting
Tuesday, May 13, 2014 – 5:30 PM
54 York Street, Portland, Maine

Board of Directors Members Present: Allison Crean Davis, Kelli Pryor, Peter Morrison, Ruth Dean, Peter Montano

Guests: Carl Stasio (Executive Director), Michele LaForge (Head of School), Adam Burk (Chief Operating Officer), Shanna Guevin (Business Manager), Len Cole

The meeting was called to order at 5:36pm.

Minutes from the April 8th meeting were reviewed at the start of the meeting. Board Chair Kelli Pryor motioned to approve the minutes as read. Board Treasurer Peter Montano seconded. All board members approved the April 8th Board Minutes.

Kelli Pryor gave a Chair's report:

- Baxter held it's first Silent Auction on April 11, 2014. Under the direction of Baxter math teacher and project advisor, Pam Rawson, this event was led by a student-fundraising group and raised approximately \$4,000 for Flex Friday projects.
- The Charter Commission review is coming up on June 12th.

Executive Director Carl Stasio provided an Executive Director's Report:

- Duke Albanese, former Commissioner of Education for the State of Maine, will be visiting Baxter on Friday, May 16, 2014.
- Carl and a grant writer are still working on the large federal grant (\$770K over a 3-year period). The RFP has not yet been released, but the required federal filings are done.
- A UNUM grant for approximately \$20K will be sent out soon for enrichment and community-building activities.

Michele LaForge, Head of School, provided a report:

- Michele recommends that Baxter Academy proceed with Parker Montano's proposal from the 4.8.14 Board Meeting to start a Robotics Club that has members from all Portland high schools. Michele met with Parker this afternoon regarding the Robotics Club. There are some logistics that still need attention. The Robotics Club will have approximately 40 students in the 1st year, with 20 of them being Baxter students. Baxter will house and host the team. Parker will reach out to area schools to recruit students from each Portland school. Parker will return to Baxter on May 30th at 9 am for a presentation to the Baxter student community.

- Baxter students went to the 2nd Portland Ovation play, *Nearly Lear*, this past month.
- This past week, half of Baxter's students went to Franklin W Olin College of Engineering, a college on which our Flex Friday projects are based. Students saw presentations for their final projects.
- Baxter's Odyssey of the Mind team recently competed in the regional and state competitions. Baxter won the regional competition at Brunswick High School, and came in second at the state competition.
- 24 students participated in Unum Tech Night this past month. Students participated in various challenges with students from other schools.
- A small group of students participated in a regional poetry slam at Falmouth High School and earned 2nd place.
- RippleEffect recently returned to Baxter to do additional activities, similar to those on our first day, with the students. The majority of these activities took place at Deering Oaks.
- Several Baxter students participated in the ME Wind Blade Challenge on May 2nd, and took 1st place.
- Baxter has been looking into online courses through University of Maine and University of Southern Maine for students.
- Teaching and staff positions were posted on ServingSchools.com. We have had a lot of applicants, and will begin hiring soon.

Board Treasurer, Peter Montano, gave a Finance report:

- The 990 tax return has been filed as a non-profit. Next year Baxter will file as a school.
- Financially, Baxter is where we expect to be as of April 30, 2014. We are anticipating a cash surplus of \$335,000 at the end of this fiscal year (June 30, 2014).
- The FY15 Budget will be voted upon during the June board meeting.

Chief Operating Officer Adam Burk gave a Facilities update:

- There was a new drainage system installed in basement. Have permits. Have revised a design for the basement to show exposed beams and take advantage of more space.
- Renovations are on track for the Aug 15th deadline.
- There is a desire/need for a dark room; are we able to fit one in on the basement level, or perhaps use one nearby?
- Parking: There are currently no additional parking spots available in this area as. We will be looking to purchase more for the additional staff.
- Adam submitted a report to the City with a request for this area to be identified as a School Zone. The City requested that parents pickup and drop off students on Maple Street, which will become easier now as the construction has Problem with construction on Maple St causes problems for parents picking up and dropping off.

- Facilities Task Force: Adam wants to make a group to plan for 2015-16 and 2016-17. Members of this team to include: Adam Burk, Business Manager Shanna Guevin, Faculty Member Jon Amory, Board Members Peter Montano and Peter Morrison
- Transportation: Student Transportation Survey went out last week. Adam is currently analyzing results; is bus #2 (Lewiston) already at capacity? At a minimum, we will need 3 buses for next year's school run. There is an option to increase to 4 buses. We need to confirm our transportation vendor for this coming year. Allison Crean Davis moved that we continue our relationship with Luce Transportation for next year. Kelli seconded. All board members approved this vote that Luce provide transportation for the 2014-15 school year.

The meeting was then open for public discussion. There was no public discussion.

Allison moved to adjourn the board meeting. Board member Ruth Dean seconded. All unanimously approved.