

## Baxter Academy for Technology and Science

### Board of Directors Meeting

5:30 to 7 p.m., Tuesday, January 19, 2016 (rescheduled from January 12)

54 York Street, Portland, Maine

**Present:** Chair Kelli Pryor, Vice Chair Allison Crean Davis, Treasurer Peter Montano, Secretary Peter Morrison, Kim Gustafson, Ruth Dean, Christian Sparling

**Also present:** Head of School Michele LaForge, Baxter attorney Dan Amory

Agenda item
<p><b>I. Opening items</b></p> <p>Kelli Pryor, Board Chair, called the meeting to order at 5:36 p.m.</p> <ul style="list-style-type: none"><li>● Minutes</li></ul> <p>Ruth Dean moved to accept the minutes as written and Allison Crean Davis seconded. Peter Morrison abstained from this vote because he was unable to attend the prior meeting. The minutes were approved unanimously, except for the abstention.</p> <ul style="list-style-type: none"><li>● Set meet-and-greet for board prospect</li></ul> <p>Kelli Pryor motioned to set a meet-and-greet with a potential board member for 5:00 before the next meeting. Allison Crean Davis seconded. The motion passed unanimously.</p>
<p><b>II. Facilities</b></p> <p>Kelli Pryor made a motion to go into Executive Session to discuss facilities, citing the provisions in MRSA. § 405 (6), Allison Crean Davis seconded. The Board approved unanimously to motion to enter executive session.</p> <p>At 6:32, the Board exited Executive Session and resumed the meeting in order of the agenda.</p>
<p><b>III. Finances</b></p>

#### A. Financials

Peter Montano reported that financial statements, as approved by the Board at the December meeting, have been submitted to the commission. Baxter continues to have a strong balance. The chart of accounts has now been transitioned to align with DOE reporting. Baxter is ahead of budget by about \$150,000.

#### B. Development

Kelli Pryor stated that we are still waiting for news about the federal grant. The school is also considering an application to Jane's Trust. The annual appeal was sent in December and donations are coming in.

### IV. Enrollment

#### ● Outreach/retention

Michele LaForge gave an update on enrollment for the school year 2016-2017. Applications online remain strong. The open enrollment period will close February 4, and the lottery will be held at 6 p.m. February 10.

### V. Administration

#### ● Compliance

Kelli Pryor briefed the rest of the board on a mid-year check-in from the Charter Commission's executive director, Bob Kautz, and Baxter's point person on the Commission, Jana Lapoint. Baxter leadership continues to work with the Commission toward expedient ways of reporting on the work being done during the school year.

#### ● COO hiring process

Christian Sparling updated the board on the process under way to hire an operations officer for Baxter. The job description will be posted on boards targeted to education and nonprofits.

Allison Crean Davis motioned to adjourn and Peter Montano seconded the motion. Meeting adjourned at 7:34.

### VI. Executive Session

**1MRSA § 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; \* \* \***

**February meeting rescheduled to February 23;** 54 York Street.

**Next regular meeting: 5:30 p.m., Tuesday, March 8;** 54 York Street