

Baxter Academies of Maine Board of Directors Meeting
Tuesday, June 10, 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)

The meeting was called to order at 5:40pm.

Minutes from the May 13, 2014 meeting were reviewed at the start of the meeting. Board Treasurer Peter Montano added one correction to the Treasurers' Report. Board Member Ruth Dean motioned to approve the minutes as amended (updated to reflect the accurate cash surplus). Board Secretary Peter Morrison seconded. All board members approved the May 13th Board Minutes.

Board Chair Kelli Pryor gave a Chair's report:

- Board and staff members are moving forward with preparations for the Charter Commission visit on June 12, 2014. The Charter Commission will be here from approximately 9 am– 4pm.
- Last week (June 6, 2014), Congressman Mike Michaud visited Baxter during Flex Friday projects. He asked students many questions regarding their experience at Baxter and with the projects.
- Baxter is working on an End of Year Progress Update and appeal, which will go to all donors, current families, incoming families, and Baxter friends.

Executive Director Carl Stasio gave an Executive Director's report:

- Carl has been working on several grants: 4 grant requests (ranging from \$10K - \$775K) are being worked on or have recently been submitted. The organizations range from local to federal, and we are seeking support for the new fabrication lab, enrichment activities and expansion costs. The large federal grant for which Baxter is applying is due by 7/11/14.

Peter Montano gave a Treasurer's report:

- Baxter is still working on a draft of a budget for 2014-15. The budget is approximately 95% complete; there are some line items that are still being revised and fine-tuned to best represent next year's needs. There will be a healthy carryover going into the next fiscal year.
- An audit will be done after the end of this fiscal year. Peter has received a bid from one out-of-state firm that primarily audits charter schools. He is requesting another

bid from a local firm that does school audits. Peter will bring both bids to next meeting to vote on the firm. The audit will assess financial statements, financial and MEDMS procedures and internal controls to ensure data integrity. The audit should take about one week.

Chief Operating Officer Adam Burk gave a facilities update:

- Renovations downstairs are going smoothly. So far, they are on schedule for completing the basement work by Aug 15th. Quotes for IT upgrades and security are coming in and being reviewed. They are higher than anticipated, so there will need to be some negotiating and prioritizing.
- The Facilities Task Force (comprised of Adam Burk, Peter Montano, Peter Morrison, Engineering teacher Jon Amory and Business Manager Shanna Guevin) has been meeting to discuss space needs for an anticipated enrollment 320 in 2015-16. Many options are being researched to provide for this enrollment.

Michele LaForge, Head of School, gave an update:

- A slideshow showing student activities, work and general school life was presented.
- Parents and Baxter friends are invited to Baxter next Tuesday, June 17th, for Flex Friday project presentations. Students have been working on presentations of their project work this past year. There will be an interactive exhibit, as well as formal presentations by each project group.
- The Last day of school will be Thursday, June 19; the focus will be on community building.
- An Open house for new families was last Wednesday, June 4, 2014.

The meeting was then open for public discussion. There was no public discussion. Kelli moved to adjourn the board meeting. Peter Morrison seconded. All unanimously approved. The meeting closed at 6:52 pm.