

Baxter Academies of Maine Board of Directors Meeting
Tuesday, November 3, 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, Kim Gustafson, Christian Sparling (arrived at 6pm)
Guests: Carl Stasio (Executive Director), Shanna Guevin (Business and Operations Manager), Jon Amory (Baxter Academy Teacher, arrived at 5:50 pm)

The board meeting was called to order at 5:31 pm.

Board Secretary, Peter Morrison made a motion to accept the October 14, 2014 board meeting minutes. Board Treasurer, Peter Montano seconded the motion. The Board of Directors unanimously approved the board minutes from October 14, 2014.

Kelli Pryor, Board Chair, started the meeting with some logistical matters. Kim Gustafson and Christian Sparling, the two new board members, will receive an Orientation packet for new board members. The packet illustrates the expectations of board members, FOIA information and some other general information about Baxter Academy.

Executive Director, Carl Stasio, reviewed general information on policy revisions. Carl sent the revisions earlier to board members during the day (Mon, 11/3/14), so he would like the board members to review them over the next month, and vote on them at the December 9th Board Meeting. The policy revisions have been reviewed by Len Cole, Baxter Academy's attorney.

Peter Montano gave a Finances update:
The financial audit report completed by accounting firm RKO was accepted at the last board meeting (October 14, 2014).

Mary Eshelman, Baxter Academy's outsourced CFO, is currently finishing up on the MEDMS financial reporting.

Baxter's expenses are currently on track with this year's board-approved budget. Fundraising for this year will be important; an Annual Appeal is currently being prepared to assist with the fundraising goals. The preliminary budget for the 2015-16 fiscal year has been drafted and reviewed; due to the economies of scale, Baxter Academy should be able to operate next year without relying on additional contributions.

Kelli and Carl have been working on the Annual Appeal materials, which will be mailed in November to current families, staff, board members and community supporters and friends.

Board member Ruth Dean provided an update on Baxter Academy's parent community-meetings. Approximately 45 parents attended the last parent meeting, during which Ruth reviewed the development plan (as it relates to parent involvement). They discussed the possibility of parent representatives from each advisory group to help with the Annual Appeal campaign. Baxter's goal will be to have 100% participation from families, faculty and board. Any gift of any size is very meaningful to Baxter Academy.

Kelli gave an enrollment and lottery update for the 2015 admissions season. Baxter Academy has moved its open enrollment and lottery dates for this coming season. Baxter will be opening enrollment on December 8, 2014, and closing enrollment on February 6, 2015, at 4 pm. The lottery will be held on Wednesday, February 11, 2015. Open Houses for prospective students are scheduled for November 18 and Dec 2, 2014 from 6-8pm. There will likely be an open house scheduled in January 2015, also.

Baxter Academy participated in the High School Fair hosted by Breakwater School. Kate Driver, Director of Guidance and Counseling, Sam Scogin, Humanities teacher, and Kelli Pryor attended this event as Baxter's representatives. Kelli reported that Baxter had a busy booth with many interested families.

Facilities update:

Baxter Academy Teacher, Jon Amory, presented information on opportunities that will alleviate financial and space constraints for the coming years. This includes the possibility of utilizing satellite spaces for next year, specifically. Baxter would need a minimum of four additional classrooms to accommodate next year's student population.

Carl is also considering the option of utilizing a staggered schedule (rather than renting additional space). An extended day would increase busing costs, but would make better use of the building.

Peter Montano briefed the Board on Baxter's involvement with the citywide robotics club. Parker Montano, a Cheverus senior, helped to start a citywide robotics club with Baxter Academy. Ezra Thomas, a current junior at Baxter, has been working with Parker to plan for this club. There will be two robotics meets in March. The Robotics Institute of Maine awarded Baxter a \$6,000 grant to help with the start-up costs of the robotics club. There is also an additional \$6,000 grant for which we have applied. The citywide team will aim to have a 50/50 mix for males/females. The next step in the formation of this club is to reach out to area high schools to recruit. Meetings will be held after school at Baxter, likely one day a week to start. January will kick off the season, and then the club will have 7 weeks to build the robot, during which the students would likely work three to four nights a week. There will likely be about 20 students from Baxter in the club.

Ruth gave an update on the restructuring of the parent advisory group.

Each student has an advisory that they're with each of the 4 years they are in attendance at Baxter. There will be a parent representative from each advisory, and those parents will attend the parent meetings with Michele. This parent representative will help to distribute information and will be a liaison between the parent and school. Based upon

the feedback that Ruth has received, parents seem very receptive to this new system. Parents may set up steering committees to help prioritize Baxter's needs. These groups could help with a variety of projects - from development to transportation. The steering committees and advisories are also an opportunity for parents to meet and build relationships. Parents met in their advisory groups at the "current family" Open House on October 22, 2014.

Carl confirmed that the Portland Chamber of Commerce event is scheduled for April 7, 2015.

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

Vice Chair Allison Crean-Davis made a motion to adjourn the meeting. Ruth seconded the motion. All board members approved the meeting adjournment at 7:08 pm.