

Baxter Academy for Technology and Science

Board of Directors Meeting

5:30 to 7 p.m., Tuesday, July 14, 2015

54 York Street, Portland, Maine

Directors Present: Kelli Pryor, Allison Crean Davis, Kim Gustafson, Peter Montano, Peter Morrison (arrived at 5:42 pm), Christian Sparling, Ruth Dean,

Guests Present: Carl Stasio (Executive Director), Shanna Guevin (Business and Operations Manager), Michele LaForge (Head of School)

Agenda item

I. Opening items

Kelli Pryor, Board Chair, called the meeting to order at 5:36 pm.

A. Minutes

Allison Crean Davis made a motion to accept the minutes from the Board of Directors meeting on June 9, 2015. Ruth Dean seconded, and all board members unanimously approved the board minutes from June 9, 2015.

II. Finances

A. Budget 2015-16

Board Treasurer, Peter Montano, distributed an unaudited financial statement and balance sheet. As of June 30, 2015, we had \$160,000 in the bank, with no money drawn on the line of credit. Teacher contracts for the remainder of the summer have been accrued in this financial statement, though depreciation has not yet been accounted for in the statements. Baxter is on track with the financial position that was expected at the end of FY15. A financial audit has been scheduled for the week of August 24, 2015.

The budget for 2015-16 was also distributed at the board meeting. New this year is that student funding for FY16 will come directly from the state, rather than from each sending district. Carl Stasio and Shanna Guevin attended a meeting in Augusta on July 9th that reviewed the new funding process. Funding for the 2015-16 school year will be based upon enrollment on October 1, 2015.

A summer program has started this year, and enrollment for the multiple courses is going well. The revenue from summer sessions, as well as that for anticipated after school programming, has been added into the budget. This 2015-16 budget includes several additional teachers, a new development/outreach position and a second guidance counselor. This budget is based upon an enrollment of 320, and includes a conservative amount for anticipated gifts and grants.

Baxter is projecting a break-even budget for the end of FY16.

Allison made a motion to approve the 2015-16 budget. Peter Morrison seconded. All board members approved the 2015-16 budget.

B. Business / Operation Transition

Peter Montano commented on the duty transitioning of the Business and Operations Manager's responsibilities. The Business and Operations Manager's role will be transitioning, and tasks will be divided up among new hires and existing staff to assist in the transition. Baxter is considering proceeding with a contract for a part-time (20 hours per week) Chief Financial Officer, who has state education funding expertise, to handle the accounting and financial reporting. This individual would also work for another charter school providing the same type of services. The board discussed the confidentiality of persons working with another school. Peter and Michele LaForge will be sure to follow up on this and address the confidentiality issue during this process.

Peter Montano made a motion that the board approve Michele and Peter to engage this individual in the aforementioned contract. Ruth seconded. All board members approved the contract engagement of the CFO.

There is also interest among other Maine Charter schools to share more administrative personnel – such as Human Resources, Finance Management, Compliance, etc. This will allow charter schools to share expenses while accessing deeper expertise.

C. Development/Outreach

Kelli spoke about the development at Baxter. We recently received a \$50,000 grant, and are gaining momentum with auxiliary programs generating revenue to be used towards the programming at Baxter. Baxter has engaged in several partnerships, including internships, that are helping to fuel Baxter's outreach.

Baxter will be hiring someone in development /outreach whose role will be to continue building partnerships within the community, building auxiliary programs, and raising funds for the school.

III. Human Resources

- A. Michele LaForge provided an update on new staff hired for the year. Baxter has hired, thus far, 6 full-time staff teachers, including a science teacher, two math teachers, a computer science, engineering and a humanities teacher. There will be additional special education staff, including a teacher and two educational technicians. There are some new teachers, as well as others with many years of teaching experience. Baxter will also have 12 additional visiting teachers throughout the year that will teach one course each term. Examples of these upcoming adjunct faculty members are poets, film-makers and political scientists.

Two additional instructional strategists will also be hired; they will assist in project-based classes, substitute for classes thereby allowing for minimal lapses in classroom continuity, and assist with special projects throughout the school.

IV. Transportation

Michele briefed the Board on transportation for the upcoming school year. To stay within the budget, Baxter will utilize three buses for student transportation again for the 2015-16 school year. Baxter held a parent meeting in May, sharing ideas back and forth with parents. Goals this year will be to shift more students onto public transportation for getting to/from school. Michele will be following up with parents over the next few weeks with more information on public transportation options for each town.

IV. Facilities

A. Satellite space

Kelli made a motion to enter Executive Session¹ to discuss facilities as provided in MRSA 405 (6). Ruth Dean seconded the motion. All board members approved that the board enter Executive Session. The Board entered Executive Session at 6:54pm.

At 7:28 pm, the board emerged from executive session, and Kelli moved that the meeting be adjourned. Allison Crean Davis seconded, and all board members present unanimously approved the motion.

V. Public Discussion

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

A. Executive session

¹ MRSA § 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; * * *

Next meeting: 5:30 p.m., Tuesday, August 11, 2015; 54 York Street, Portland, ME 04101