

Baxter Academy for Technology and Science

Board of Directors Meeting

5:30 to 7 p.m., Tuesday, November 10, 2015

54 York Street, Portland, Maine

The [SPECIAL MEETING SCHEDULED for November 30 was canceled](#).

Present: Chair Kelli Pryor, Treasurer Peter Montano, Secretary Peter Morrison, and Directors Ruth Dean and Christian Sparling.

Absent: Vice Chair Allison Crean Davis and Director Kim Gustafson

Guests present: Executive Director Carl Stasio, Head of School Michele LaForge, and Baxter attorney Dan Amory

Agenda item
<p>I. Opening items</p> <p>Board Chair Kelli Pryor called the meeting to order at 5:40 p.m.</p> <ol style="list-style-type: none">1. Minutes <p>Ruth Dean moved to accept the minutes as written, and Christian Sparling seconded. All were in favor, and the motion passed.</p> <ol style="list-style-type: none">2. Set special meeting @ Salt for November 30 <p>Kelli Pryor motioned to set this meeting and Ruth Dean seconded. The motion passed unanimously.</p>
<p>II. Facilities</p> <p>A. Report on facilities/partnership process</p> <p>Dan Amory reported the status of work on the future space needs of Baxter. The Facilities team, in whole or part, has been moving on work to identify and to secure a space large enough and well located to meet Baxter's mission in a single building, in the near future. Nancy Barba, of Barba and Wheelock, has been commissioned to consult on two spaces in consideration and to work up fit-up and plans for the school's occupancy as designated by previous board vote.</p> <p>Michele LaForge was asked, as Head of School, to give her take on the pros and cons of the two locations for Baxter. She did so, reflecting on how each space might address the mission of the school.</p>
<p>III. Finances</p> <p>A. Quarterly reports</p> <p>Baxter, like all charter schools, is now being paid directly by the state, and the transition has required a considerable amount of work to realign the chart of accounts. Heather Neal and Peter Montano have been working on this. Treasurer Peter Montano reported that the school's cash position is good; Baxter is being paid monthly by the state and hasn't had to go into the line of credit at all. In addition, Bangor Savings is renewing the line of credit and Peter Montano is</p>

pursuing a renewal without the FAME guarantee, resulting in a savings of approximately \$5,000.

Peter Montano made a motion to accept the quarterly financial report. Peter Morrison seconded the motion. The motion passed unanimously.

B. Audit

Treasurer Peter Montano reported that the audit is complete but the auditing firm has not yet released the final version. Next year he intends to set a firm due date for this final report to align better with reporting requirements of the state.

C. Annual Appeal

Chair Kelli Pryor reported that Baxter will send out an annual appeal this year as in past years. The appeal will address the real costs of transportation, facilities, programs, extracurriculars, school meals, etc. There was discussion around how the administration might craft a survey to current families about how and why students made the choice to attend Baxter.

The deadline for a response regarding the federal grant is December 21.

IV. Policies

A. Intellectual Property

Head of School Michele LaForge reported that the draft version of Baxter Academy's Intellectual Property Policy has been reviewed by all faculty and will now be reviewed by faculty and students in advisory, the week of November 16. She will offer to hold a forum around the policy if there is interest in the community.

B. Open Campus

The Board reviewed the Open Campus policy and safeguards. The students and parents sign a contract around behavior and school rules still apply, as well as consequences. Businesses in the area have contact information for the school.

V. Administration

A. Director Christian Sparling reported on the work being done toward hiring an Chief Operations Officer for Baxter. Sparling, who has deep experience in charter-school operations has studied Baxter's organizational needs and drafted a job description to address the operational tasks essential to the healthy growth of the school. The position exists in the original charter application approved. Next step is to proceed to post and hire.

VII. Public Discussion

There was no public discussion necessary.

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