

## Baxter Academy for Technology and Science

### Board of Directors Meeting

Tuesday, November 15, 2022, at Baxter Academy and via Zoom

Present: Ruth Dean (vice chair), Peter Montano (treasurer), Nik Charov (secretary), Jana Lapoint, Tristan Oldmixon

Absent: Thorn Dickinson (chair), Simon McGurk

Staff: Executive Director Anna Klein-Christie, Head of School Cicy Po, Vice Principal Mary King, Director of Special Education Laura Parks, CFO Kerry Bush, IT Director Amos Cooper, Compliance Coordinator Tyler Beaulieu, Operations Director Michael Thorp, Outreach Coordinator Jonathan Delorme

#### Agenda item

##### I. General items

**Vice Chair Ruth called the meeting to order at 6:01pm, in-person and online via Zoom.**

A. Approval of minutes

**Secretary Nik Charov motioned that the draft minutes from the October 18, 2022, board meeting be approved as presented. Jana Lapoint seconded, all present in favor with Peter Montano abstaining.**

##### II. Finance updates

Ruth Dean welcomed Treasurer Peter Montano to present the October year-to-date financial report, his last report as treasurer. Ruth thanked Peter for his years of service and dedication to the school. Peter presented the the balance sheet, statement of activities, and profit & loss report for FY23 to date to the Board. Through October 31, 2022, BA is running a \$120k surplus, which should balance out by year-end. All current ratios were met; assets to liabilities currently stand at 2.8. The balance of BA's notes payable is \$2.3 million, with ~ \$750k to be written off in 2023, leaving \$1.5 million to refinance in 2024. No significant variances were reported for FY23 to date. Peter cautioned the board that, with the 355 student count, it will be significantly more difficult to balance the budget in FY24. The board will need to have a plan by April, and certainly by the time teacher contracts are renewed in May. Board members thanked Peter for his attention to detail and commitment to BA.

### **III. School updates**

BA Executive Director Anna Klein-Christie thanked the administration and faculty for responding with patience, grace, and professionalism to the violent threats to school communities across Southern Maine today. While the event turned out to be a hoax, Anna was grateful for the team's response.

Anna presented the following information in an updated dashboard format:

[Link to 2022\\_11 Slideshow and Dashboard](#)

Highlights included:

**RECRUITMENT:** a strong focus on recruitment over the next three months to begin to rebuild the student count. While more than 50 eighth graders and their families have come on tours already, there is also a need to bring more prospective sophomores and juniors to the school (attrition over the summer of 2022 occurred across all grades).

**ACADEMICS:** Flex Friday Pitch Day was a success, with VIP visitors and all involved expressing satisfaction. Field trips have resumed, and collaboration talks continue with the Roux Institute, Husson University, the Portland Public Library, and the Portland Museum of Art.

**COMMUNITY OUTREACH:** Still planning a blood drive at the school, February and April vacation camp programs for middle schoolers, and a school beautification day on December 3 from 9am-3pm. All volunteers are welcome to help paint the hallways.

**FUNDRAISING:** The Bloomerang database is now operational, enabling a transition from the online FlipCause platform. Staff are also working on collecting 20-25 alumni stories for future profiles.

**OPERATIONS:** The school bus from Grey is over capacity @ 55 students and needs to be reduced by 10-20%. Parents are helping, and some seniors may drive. The operations team is managing the situation but another bus line may need to be added, at great cost, if the capacity issue continues.

### **Head of School report**

Head of School Cicy Po shared that there were 728 different appointments for parent-teacher conferences, with more than 40% of students' parents attending conferences. Teachers got more context about their students; parents were able to meet and question teachers. The restorative justice group is working on building connectedness and community and alternative models of discipline. Finally, Cicy shared a video from science teacher Katie Strait on microplastics tracking.

### **Data Analytics**

Guest speaker and professional data analyst Howard Berger gave a presentation on his investigations into “what makes Baxter *Baxter*.” Amalgamating publicly available data on test scores, college acceptances and majors, and other factors, Howard has been able to discern trends in BA students’ achievements and to make comparisons against Maine state averages. The numbers are very favorable and Howard wishes to explore and share more with the BA administration in coming months on MAP test results, among other areas.

#### **IV. Public Comment**

There were no public comments or questions.

#### **V. Executive Session**

**Ruth Dean motioned to enter into Executive Session @ 7:43pm for the purpose of discussing the new executive director’s 90-day performance review, pursuant to Title 1, Section 405(6)(a) of the Maine Revised Statutes. Nik Charov seconded, all in favor.**

The Board exited Executive Session at 9:25pm with no motions for vote.

**Nik Charov motioned to adjourn the meeting at 9:26pm. Ruth Dean seconded, all in favor.**

**Next regular meeting: [December 20, 2022](#)**