

Baxter Academy for Technology and Science

Board of Directors Meeting

5:30 to 7 p.m., Tuesday, February 8, 2022, via Zoom

Present: Patti Oldmixon (chair), Peter Montano (treasurer), Nik Charov (secretary), Ruth Dean, Thorn Dickinson, Jana Lapoint, Simon McGurk

Staff: Executive Director Kelli Pryor, 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

Agenda item
<p>I. General items</p> <p>Chair Patti Oldmixon called the meeting to order at 5:31pm.</p> <p>A. Approval of minutes</p> <p>Secretary Nik Charov motioned that the draft minutes from the January 11, 2022, meeting be approved as presented. Patti seconded, all in favor.</p>
<p>II. Finance updates</p> <p>A. Q2 Financial statements</p> <p>Treasurer Peter Montano presented the profit & loss report through December 31, 2021. "All tracking as expected over the first six months of FY22." Assets to liabilities remained at 3.45 ratio; the Charter Commission wants to see above 1.5. BA has 61 days of cash on hand, an increase from previous months. Government revenues are behind by \$70K, but a drawdown occurred in early January. Utilities and fuel costs are up, due to being back in the building this fall. Most variances are expected to equalize by the end of the fiscal year. Peter motioned to approve the FY22 Q2 profit & loss statement, with heading dates corrected. Patti seconded, all in favor.</p> <p>B. Executive Director report</p> <p>BA Executive Director Kelli Pryor gave an update on enrollment and budget projections. The State issued its ED 279 decision. The EPS rate for SY2023 increased from \$7,988 to \$8,169, so even though BA's headcount was 370 on the October 1 Census Day, the reimbursement loss will be only \$60k less than expected (but still a loss). The State increased its EPS rate partially because enrollments were down 4.4% across the entire state (mostly due to homeschooling during the pandemic or seniors leaving early for the hot job market). Since October 1, BA saw another 12 students disenroll, but enrollment is looking better for next year. BA is advertising on MPBN and social media and hosting</p>

after-hours tours. There are already enough applications to fill the freshman class, “but we want to overshoot.”

III. School updates

A. Remote Learning Plan revision

Kelli presented the revised Remote Learning Plan, which included the requested changes after the first reading at the previous board meeting. **Patti motioned to approve the Remote Learning Plan as presented. Thorn Dickinson seconded, all in favor.**

B. Head of School report

BA Head of School Cicy Po gave an update on school operations. Pooled tests were all negative this week, a first. However, the omicron toll has been high; there have only been 9 in-person learning days since December 15 (vacations also in there). Work on building community at this innovative “laboratory school” continues, with open mic days for students, an Uno tournament, and student-led orientation tours. Staff are getting more training on consent and racial bias literacy. Flex Friday evaluations are coming up. The new speaker series is underway and includes a game warden, urban planner, and ecologist. BA is still seeking more speakers, especially those who are willing to become networking contacts for students in the future.

C. Policy updates

BA Executive Director Kelli Pryor sought the Board’s approval on additional policies recently updated through work that includes consultant Wendy Betts, BA counsel Dan Stockford, and compliance coordinator Tyler Beaulieu. Five policies were presented for approval.

Patti motioned to accept the BGC “Policy Errors and Inconsistencies” policy. Seconded by Ruth Dean, all in favor.

Patti motioned to accept the GCOC “Evaluation of Administrative Staff” policy. Seconded by Simon McGurk, all in favor.

Patti motioned to accept the IHCD “Baxter Academy Post-secondary Enrollment Options” policy. Seconded by Ruth Dean, all in favor.

Patti motioned to accept the JJIF “Management of Concussion and other Head Injuries” policy. Seconded by Simon McGurk, all in favor.

Patti motioned to accept the JLDBG “Reintegration of Juveniles from Juvenile Retention Facilities” policy. Seconded by Thorn Dickinson, all in favor.

D. Board development

Patti reported that with Christian Sparling no longer on the board, the vice chair position is vacant.

Patti nominates Thorn Dickinson to the position of vice chair of the board. Seconded by Ruth Dean, all in favor with one abstention (Thorn).

E. Executive director search

Patti gave an update to the email she sent to the BA community two weeks ago regarding the Executive Director transition plan. The board looked at the role of the BA ED, compared it with other charter schools in Maine, and drafted a job description. The presented slides define and clarify the roles of the Board, ED, and Head of School. The ED in particular has responsibility for mission-keeping, communication, strategy, partnerships, financial management, and compliance. This is a necessary and integral position to the school's operation. The board will take a four-stage process to select the next ED: screening, interviews, second-round interviews, and cultural fit interviews culminating with an offer. This process will start in late February and conclude with a new ED by the summer.

IV. Public Comment

Questions on the ED selection process were taken, with much interest in how to incorporate parent, student, and teacher input into the selection. There were questions on the timeline and confidentiality as well. More details will be sent out about the process in the coming months.

V. Executive Session

Chair Patti Oldmixon motioned to enter Executive Session for the purpose of discussing personnel pursuant to Section 405(6)(A) of Title 1 of the Maine Revised Statutes. Thorn seconded, all in favor.

The board came out of Executive Session and Nik Charov motioned to adjourn the meeting at 7:21pm. Patti seconded, all in favor.

Next regular meeting: March 8, 2022 (canceled due to scheduling conflicts)