

Baxter Academy for Technology and Science

Board of Directors Meeting

5:30 to 7 p.m., Tuesday, October 13, 2020

ZOOM LINK: <https://baxter-academy-org.zoom.us/j/86104762614?pwd=TTNlZSszZ1o2WUFlVU9iRG02ZEwyQT09>

Present: Board Chair Patti Oldmixon, Vice Chair Christian Sparling, Treasurer Peter Montano, Secretary Nik Charov

Absent: Thorn Dickinson

Guests: Executive Director Kelli Pryor, School Physician Dr. Charles de Sieyes, Interim Head of School Cicy Po, Special Education Director Laura Parks

Agenda item
<p>I. Opening Items</p> <ul style="list-style-type: none">A. Called to order at 5:35pm by board chair Patti Oldmixon.B. Approval of Minutes for September 22, 2020, meeting <p>Secretary Nik Charov moved to accept minutes as written. Peter Montano seconded. Vice President Christian Sparling abstained as he was absent from the previous meeting. Motion passed 3-0.</p>
<p>II. Finance</p> <ul style="list-style-type: none">A. Quarterly Financials <p>Treasurer Peter Montano updated on highlights of the quarterly finances. The full quarterly profit & loss statement will be posted on the website. Peter stated that the cash position is usually strong in the first quarter; surplus expected to go down towards the end of the year. Baxter has set aside \$100,000 for debt retirement this year, towards future payments, and has spent \$298,000 of the federal Coronavirus Relief funds so far. Regarding the possibility of budget cuts, the state should decide whether the education budget will be re-adjusted by January 2021. The school is proceeding under the assumption that the budget will be cut by 10%; if it's not, the school will re-adjust.</p> <p>Peter motioned to approve the quarterly financial statements ending on September 30, 2020, as presented. Chair Patti Oldmixon seconded. Motion passed 4-0.</p> <ul style="list-style-type: none">B. Coronavirus Relief Funds <p>Executive Director Kelli Pryor provided more details on the use of federal COVID relief funds. The first round of funding was around \$300,000. BA spent that money to send student care packages, which consisted of learning lab materials and tools, as well as to purchase laptops. Relief funds will make the remote learning experience as robust as possible, as it is unlikely that Baxter will be able to have students in classrooms anytime soon.</p> <p>BA will apply for the second round of funding on October 15th, for an amount of \$309,000. These dollars will be targeted toward supporting student experience while the school is remote, as well as maintaining safety and health requirements and facilitating the operational demands of distance learning. The same rules apply as the first round: CRF money can only fund needs that are not in the school's original budget, are a direct result of the pandemic, and must be spent by December 31st.</p>

III. Board

A. Emergency Operations Plan revision

Executive Director Kelli Pryor introduced the revised Emergency Operations Plan. The administration has updated the policy from the York Street location to the Lancaster Street location. Multiple outside agencies were brought in to consult on this plan to determine the top threats at the school's location. Once the board updates the policy the administration will move to update procedures.

Board Chair Patti Oldmixon stated that they will review it over the next few weeks and vote on this in the November board meeting.

Nik Charov asked if the plan covers cyber threats. Kelli clarified that it does cover external threats to our cyber security. Internal issues like cyber bullying are not handled by this document, though they are covered by other areas of school policy.

IV. School Program

A. Special Education Report

Executive Director Kelli Pryor asked Special Education Director Laura Parks to discuss the process around our audit of the Special Education department. This past spring the entire team participated in an IEP training. The newest member of the team, a teacher, will be taking that same training later this month. This past fall the team attended a transition planning training put on by the Maine Department of Education. Laura Parks has developed and implemented a handbook for the special education staff.

B. Interim Head of School Report

Interim Head of School Cicy Po presented updates from the instructional team. With the upgrade to PowerSchool, BA needed to update the grading system to keep things in line with the school's Standards evaluation. This was worked on by the academic team over many work sessions this past summer.

Professional Evaluation for Personal Growth (PEPG) is continuing. Regarding class visits, 70% of teachers have been visited thus far in their remote classroom, with a dialogue with Ms. Po after each class visit.

Update on enrollment: in October 2019, BA had 412 students. In October 2020, the unofficial count stands at 393 students; the state is still reconciling rosters across the system. It remains to be seen how the state will consider enrollment numbers, which have drastically declined overall during the pandemic.

C. Head of School Hiring Process

Executive Director Kelli Pryor spoke about the next steps in the hiring process for a permanent Head of School. The process will involve a feedback system from BA community members to inform next steps; feedback will be requested from students, teachers, and parents. The school's direction toward hiring a permanent Head of School will be determined by January.

D. COVID-19 response

Executive Director Kelli Pryor introduced School Physician Dr. Charles de Sieyes to update on the pandemic. School boards across the country are pressuring schools to return to full-time in-person learning; Baxter is committed to remote learning this fall because its small urban school and large transportation map do not allow options for meeting health and safety requirements. Maine is now mandating that masks must be worn at all times on campus.

V. Public Comment

Board Chair Patti Oldmixon opened up the floor to public comments. Questions were posed via a Google Sheet and were answered by board members and administration members.

VI. Executive Session

Board Chair Patti Oldmixon moved that the board go into Executive Session *pursuant to Section 405(6)(E) of Title 1 of the Maine Revised Statutes*, to discuss collective bargaining.

VII. Board Resumes

The board returned to public session at 7:30pm. Patti Oldmixon motioned to approve the new 2020-2021 collective bargaining agreement with the Baxter Educators Association. Christian Sparling seconded. Motion passed 4-0.

Meeting adjourned at 7:32pm.

Next regular meeting: 5:30 p.m., Tuesday, November 10, 2020 was canceled.

The Board will meet again at 5:30 p.m. Tuesday, December 8.

Via ZOOM