

Baxter Academy for Technology and Science

Board of Directors Meeting

5:30 to 7 p.m., Tuesday, September 26, 2017 (rescheduled from September 12, 2017)

54 York Street, Portland, Maine

Present: Chair Allison Crean Davis, Vice Chair Patti Oldmixon, Treasurer Peter Morrison, Secretary Christian Sparling, Ruth Dean,

Absent: Kim Gustafson

Guests present: Executive Director Kelli Pryor, Head of School Michele LaForge, Baxter attorney Dan Amory

Agenda item

I. Opening items

Meeting called to order at 5:30 pm

1. Minutes

Ruth Dean moved to accept the August 1, 2017 minutes as written and Allison Crean Davis seconded. Patti Oldmixon abstained from this vote because she hadn't attended the August 1, 2017 meeting. The minutes were approved unanimously, except for the abstention.

Ruth Dean moved to accept the August 16, 2017 minutes as written and Peter Morrison seconded. Patti Oldmixon abstained from this vote because she hadn't attended the August 16, 2017 meeting. The minutes were approved unanimously, except for the abstention.

II. Facilities

Dan Amory reported we are on schedule to be able to move into the downstairs at Lancaster over winter break. Baxter is projected to have \$125,000 net project funds after the building is completed. This money must be used due to tax credit regulations. The money must be used to benefit Baxter Academy. An ongoing maintenance reserve fund was suggested.

III. Finances

A. Financials

Audit: A draft of 2016-17's audit report was reviewed with CFO Peter Montano summarizing and providing details. In the accompanying management letter there were two recommendations. The first one centered around record keeping for payroll with contracts and I-9 forms, and the concerns had been addressed in the school's new personnel manual, which was approved by the board in August. Current year personnel files will conform to the new standard. The second recommendation was that the school consolidate all financial policies and procedures into a written manual. The financial team at Macpage is currently compiling written financial policies and procedures and are also in the process of updating the policies that have served during the school's startup years. Plans are to have them in place for the new year. Patti Oldmixon moved to approve the draft. Allison Crean Davis seconded. Motion unanimously approved.

Budget: Peter Montano handed out revised budget for the board's review. He reported that the school is in solid financial position this year, both with the operations budget and the renovation project at Lancaster.

IV. Enrollment

As the school year begins, the school is monitoring enrollment to have the school at 400 enrolled students on October 1, 2017. The school's enrollment was increased to 400 ahead of its move to Lancaster.

V. Academic Program

The board reviewed the updated tech policy, the Laptop Usage Policy. Michele LaForge summarized. Every year the Board reviews and approves the tech policy in September. This year's revisions involved improving controls on what software is installed on student computers. All requests must go through IT manager Amos Cooper. Allison Crean Davis made a motion to approve the update tech policy. The motion was seconded by Ruth Dean. It was unanimously approved.

VI. Charter Contract Renewal

All board members received the charter contract renewal application in advance and reviewed it together with Executive Director Kelli Pryor summarizing, answering questions, and providing details. The application was based on the 4-Year Performance Report that the Maine Charter School Commission (MCSC) recently issued for the school. The report showed that the school had met all of its performance indicators in its first four years of operations. The application for renewal included only two proposed changes to the current contract: inclusion of the school's "snow day learning" as a permanent part of the school calendar, instead of a pilot subject to MCSC approval each year; and a 10-year renewal term instead of a 5-year term for the charter contract. The charter renewal application needs to be in to the MCSC by the afternoon of Friday, September 29, 2017. The MCSC will visit the school during the day on October 24 to meet with students, parents, teachers, the administration and the board. That

evening, the MCSC will hold a public hearing from 4 to 6 p.m. at the school. Baxter will be responsible for providing a space and a sound system for the public hearing. It was suggested that the meeting be held at the 2nd floor Lancaster lobby. The Charter Commission will vote in early November on renewal of Baxter's contract. After renewal is approved the contract itself will be negotiated. Allison Crean Davis made a motion to approve the renewal application inclusive of attorney Dan Stockford's written revisions. Patti Oldmixon seconded the motion. The motion was unanimously approved.

VII. Motion to Adjourn

A motion to adjourn was made by Peter Morrison. The motion was seconded by Allison Crean Davis. The motion was unanimously approved. The meeting adjourned at 7:12 pm.

[Next regular meeting: 5:30 p.m., Tuesday, October 10, 2017; 185 Lancaster Street, Portland ME](#)

Respectfully Submitted by Blair Clancy, Recorder

