

To: Board of Directors/Public Record
From: Executive Director, Anna Marie Klein-Christie
Date: 10/18/2022

Executive Director's Report

Next Board Engagement: Flex Friday Pitch Day on 10/28

AREA TO WATCH (AW)	ON Track (OT)	STARTING Initiative (SI)	Board Action (BA)
1. Compliance: <ul style="list-style-type: none"> ● Completed all October Charter/NEO reporting requirements (OT) ● Ongoing work with Bob Kautz (Note: Harpswell Academy has closed.) (OT) ● Panorama Insights: Perseverance, Engagement, Professional Learning, Perceptions of Leadership 			
2. Recruitment Strategies: (review activities from 22-23 for the 23-24 year): <ul style="list-style-type: none"> ● Current Student count - below 10% threshold (AW) <ul style="list-style-type: none"> a. current total enrollment: 357 b. 31% of student body either IEP or 504 ● Started Community outreach (MANA) (SI) ● Explore New Partnerships (SI) ● Started regular tours (SI) 			
3. Academic & Admin Function/Curriculum: <ul style="list-style-type: none"> ● Flex Friday proposals are being reviewed on Friday (OT) ● Explore New Partnerships (Roux University, Husson College, Portland Public Library, PMA) (SI) ● Reactivated the field trip program (OT) ● Received MDOE grant for 9th grade Lego-robotics (SI) ● Collaboration with the Robotics program continues (OT) 			
4. Community Outreach: <ul style="list-style-type: none"> ● Engage Baxter Parent Organization & 1 Parent night open house (Beautification Day in Dec.) (SI) 			
5. Fundraising <ul style="list-style-type: none"> ● Developing Board fundraising support team (AW) ● Year-end campaign in planning process (Giving Tuesday/Week) (AW) ● Purchased and populated Bloomerang, a database that can be used for recruitment, fundraising, and all other relationship management (OT) ● Collecting Alumni stories for 10th Anniversary (OT) 			
6. Finance: (see financial reporting) <ul style="list-style-type: none"> ● Low Enrollment (AW) ● Lack of Fundraising Infrastructure(AW) ● Transition for Peter Montano into consulting role; Tristin to become Treasurer (SI) ● Creating new internal budget monitoring protocols/ Leadership staff training related to budget (SI) 			
7. Building/Staff Infrastructure: <ul style="list-style-type: none"> ● Repainted Great Room and Hallway with volunteer support (OT) ● Worked with great team to complete safety drills (fire safety training, two fire drills, one lock-down - bus safety drill handled by LUCE) (OT) ● Boulos has sold the management of 185 Lancaster Street (AW) ● Baxter Academy is fully compliant in Safety requirements (OT) 			