

To: Baxter Academy Board of Directors/Public Record
From: Baxter Academy Executive Director, Anna Marie Klein-Christie
Date: 11/15/2022

Executive Director's Report

Next Board Engagement: Baxter Beautification Day 12/3/2022

AREA TO WATCH (AW)	ON Track (OT)	STARTING Initiative (SI)	Board Action (BA)
1. Compliance: <ul style="list-style-type: none"> ● Meeting ongoing November reporting requirements (OT) ● Ongoing work with Bob Kautz focused on Enrollment, Monitoring Report, Staff Focus (OT) ● Panorama Insights: Perseverance, Engagement, Professional Learning, Perceptions of Leadership ● Review Draft of Monitoring Report with Board and Consultants 			
2. Recruitment Strategies: (review activities from 22-23 for the 23-24 year): <ul style="list-style-type: none"> ● Commence recruitment of Class of 2023 with Tuesday tours. ● Explore New Partnerships (SI) ● Started regular tours (SI) 			
3. Academic & Admin Function/Curriculum: <ul style="list-style-type: none"> ● Flex Friday Pitch Day - Students excelled! (OT) ● Developing Partnerships (Roux University, Husson College, Portland Public Library, PMA) (SI) ● Reactivated the field trip program to maximize non-classroom days (OT) ● Collaboration with the Robotics program - Team working in Great Room after 1/1/23 (OT) ● Conducting publishable research on Baxter Academy outcomes. (SI) ● Auditing academic outcomes relative to Charter Commission monitoring report. (SI) 			
4. Community Outreach: <ul style="list-style-type: none"> ● Engage Baxter Parent Organization - Parent/Teacher Conferences & Beautification Day. (SI) ● Exploring Blood Drive at Baxter Academy. ● Developing camp opportunities. 			
5. Fundraising <ul style="list-style-type: none"> ● Developing Board fundraising support team (AW) ● Year-end campaign in planning process (Giving Tuesday/Week) (AW) ● Blooming Launch 11/17/2022 (a database for recruitment, fundraising, and all other relationship management) (OT) ● Collecting Alumni/Staff stories for 10th Anniversary - ongoing (OT) 			
6. Finance: (see financial reporting) <ul style="list-style-type: none"> ● Low Enrollment - ongoing (AW) ● Lack of Fundraising Infrastructure - ongoing (AW) ● Transition for Peter Montano into consulting role; Nik to serve as interim Treasurer.(SI) ● Creating new internal budget monitoring protocols (ongoing) (SI) 			
7. Building/Staff Infrastructure: <ul style="list-style-type: none"> ● Staff offices moved to maximize efficiency. (OT) ● Next volunteer work day 12/3/2022(OT) ● Lead found in two faucets and are being retested (Hospitality kitchen and chemistry lab). All drinking fountains are safe.(AW) ● Engineers will be checking the building for any safety concerns.(SI) ● Transportation from Grey continues to be a concern. Parent brainstorming was a great community building event but did <u>not fully address the issue.</u>(AW) 			