

To: Baxter Academy Board of Directors/Public Record
From: Baxter Academy Executive Director, Anna Marie Klein-Christie
Date: 12/202022

Executive Director's Report

Next Board Engagement: Donor Phone calls through December 2022

AREA TO WATCH (AW)	ON Track (OT)	STARTING Initiative (SI)	Board Action (BA)
1. Compliance: <ul style="list-style-type: none"> ● Ongoing work with Bob Kautz focused Monitoring Report, Staff Focus (OT) ● Working with Howie Berger regarding Charter Commission that will be shared with Lana Ewing in January. Next reports: Meeting ongoing December Financial and Compliance Audit. School Year: 2021-2022; Governing Board Changes; Testing for Lead in K-12 School Drinking Water; Board Approved Policies (compliance) 			
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. ● Open House, ongoing regular tours.(SI) ● Expanded social media outreach. ● Explore New Partnerships, camps with USM Robotics and otherwise (Feb/April/Summer) (SI) 			
3. Academic & Admin Function/Curriculum: <ul style="list-style-type: none"> ● Math Curriculum is being reviewed to evaluate the needs of a 'post-covid' curriculum and 23-24 course of study is being created.(SI) ● Collaboration with the Robotics program - Team working in Great Room after 1/1/23 (OT) ● Conducting publishable research on Baxter Academy outcomes (working with Howie Berger). (SI) ● Auditing academic outcomes relative to Charter Commission monitoring report. (SI) Student Activities: Poetry Outloud, Open Mic, campus mural project. 			
4. Community Outreach: <ul style="list-style-type: none"> ● Engage Baxter Parent Organization - Beautification Day. December 3 - Success. (SI) ● Holding USM Robotics camp on site for February Break (continuing to develop partnerships with Roux University, Husson College, Portland Public Library, PMA). (SI) ● ED Mentorship with the Maine Principals Association ● Vigil with Preble Street for Homeless and Penny War fundraising drive (total;1,171.54). 			
5. Fundraising <ul style="list-style-type: none"> ● Pending full Board participation ● 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"> ● Major work dedicated to revising presentation of current budget, training staff in budget management, and planning for 23-24. (AW) ● Next year's budget will be a challenge due to low enrollment and increased costs. (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"> ● Security breach resulting in changes in infrastructure/protocols.(AW) ● Transportation from Grey has been addressed and bus overcrowding seems to be settling. (T) ● Building Inspection of DOL 12/20/22 (SI) 			

