# Community Regional Charter School

## Business Meeting of the Board

**Date and Time**

Monday September 11, 2023 at 5:30 PM EDT

Members of the public are welcome to attend and observe these meetings but must be aware that although the meeting is held in public it is not a public meeting and therefore observers are not permitted to speak during the meeting itself, except during public comment.

**Agenda**

| | | | Purpose | Presenter | Time |
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| **I.** | **Opening Items** | | | | **5:30 PM** |
| | **A.** | Record Attendance | | Ashlee Savage | 1 m |
| | **B.** | Call the Meeting to Order | | Nicki Reinholt | 1 m |
| | **C.** | Approve Agenda | Vote | Nicki Reinholt | 1 m |
| | **D.** | Approve Minutes | Approve Minutes | Ashlee Savage | 1 m |
| | | Approve minutes for Business Meeting of the Board on July 10, 2023 | | | |
| **II.** | **Public Comment** | | | | |
| **III.** | **Academic Excellence Presentation** | | | | **5:34 PM** |

| | | Purpose | Presenter | Time |
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| **A.** | September Presentation by Elizabeth Firnkes<br>Professional Development | FYI | Elizabeth Firnkes | 8 m |
| **IV.** | **Executive Director Reports** | | | **5:42 PM** |
| **A.** | Letters of Resignation (since last Board Meeting)<br>Nicole Leeman, DA Ed-Tech I (1 day employed)<br>Sherry Robotto, DA Ed-Tech III (4 days employed)<br>Kimberly Miller, OA Custodian<br><br>Seth Noonkester, Board Member | Vote | Travis Works | 2 m |
| **B.** | New Hires (since last Board Meeting)<br>Melissa Cyr, CCA PreK Facilitator<br>Teagan Freeman - CCA Ed Tech III<br>Reo Hunter - CCA Ed-Tech III<br>Olivia Nichols - DA Ed Tech I<br>Sherry Cotta - DA (Resignation rescinded - Moved to part time)<br>Jeffery Wheeler - DA - Title I Facilitator<br>Cheryl Perkins - DA - School Secretary<br>Nicole Leeman - DA Ed-Tech I<br>Edwin Carmichael - Custodian<br>Ian Leadbetter - OA Facilitator | Vote | Travis Works | 2 m |
| **C.** | Enrollment | FYI | Travis Works | 2 m |
| **D.** | CRCS Staffing Organizational Chart | Discuss | Travis Works | 15 m |
| **E.** | Public Calendar | FYI | Travis Works | 5 m |
| **V.** | **Finance & Facilities** | | | **6:08 PM** |
| **A.** | Approve August performance and stability report | Vote | Jill Alves | |
| **B.** | Enter August Finance and Facility Minutes into Public Record | Approve Minutes | Stephanie Saltzman | 2 m |
| **VI.** | **Governance Committee** | | | **6:10 PM** |

| | | Purpose | Presenter | Time |
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| **A.** | Enter August Governance Committee Minutes into public record | Approve Minutes | Tonya Arnold | 2 m |
| **B.** | Enter September Governance Committee Meeting Minutes into Public Record | Approve Minutes | Tonya Arnold | 2 m |
| **C.** | Vote to accept first read of Section I policies for elimination | Vote | Tonya Arnold | 5 m |

IHB Special Education Policy and Purposes
IHBAA-E Maine Special Education Regulations (Chap. 101)
IHBAB Free Appropriate Public Education
IHBAG Programming in the Least Restrictive Environment Policy
IHBAI Independent Educational Evaluations Policy
IHBAJProvision of Supportive Services to Students with Disabilities
IHBAK Life Sustaining Emergency Care Policy
IHBAM Third Party Funding for Services to Students with Disabilities
IHBAQ Transition Services for Students with Disabilities Leaving School
IHBF Homebound Instruction
IIB Class Size
IJNDC School System Website/Web Pages
IJNDC-E Agreement to Publish Student Information on the CRCS Website
IJOA Field Trips and Excursions
IJOAA Overnight Class Trips
IJOC School Volunteers
IKA Grading System
IKB Homework
IMBD Flag Displays

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| **D.** | Vote to accept first read of revisions | Vote | Tonya Arnold | 5 m |

IGA - Curriculum Development and Adoption

IMDC - The Celebration of Holidays

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| **E.** | Vote to adopt the legally required changes in one reading in one vote the following policies | | | 5 m |

BBAA - Board Member Authority
BCB - Conflict of Interest

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BCC - Nepotism
EBAA - Chemical Hazards
EBCF - Automated External Defibrillator (AED) Policy
GBEBB - Staff Conduct with Students
GBN - Family and Medical Leave
GBO - Family Care Leave
GCFB - Recruiting and Hiring of Administrative Staff
GCFB-R - Recruiting and Hiring of Administrative Staff: Administrative Procedures
JICIA - Weapons, Violence and School Safety
JICK - Bullying and Cyberbullying

**F.** Vote to review and reenact policies without changes — 5 m

IHBAL Grievance Procedure for Persons with Disabilities (Required for Fed Grants)
IHBEA LAU Plan (Language Assessment Committee) (Required for Fed Grants)
IK Reporting of Student Academic Achievement
IMBB Exemption from Required Instruction
IMG Animals in School
IMGA Service Animals in Schools

**G.** Vote to approve the disclosure of the following conflicts of interest — Vote — Nicki Reinholt — 3 m

While we are not mandated to report all of these relations, it is important that annually we provide full disclosure the relationships that do exist. The following are relatives of employees working for CRCS. At no time are hiring practices altered to hire relatives of employees.

Alex Leadbetter:

- Brother, Ian Leadbetter, works as Facilitator

Allison Perkins:

- Spouse, Joshua Perkins, works a substitute custodian on as needed basis for CRCS

Elizabeth Firknes: Building Principal

- Daughter, Maddie Firnkes, works as a substitute

Melony Hull: School Secretary

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- Spouse, Ron Hull, works as an Ed-Tech I and Part-Time Custodian

Mike Buja: Board Member

- Spouse Jessica provides PT services to CRCS learners with IEPs

Thomas Cole (Scott Cole): Contracted Musician

- Mother, Linda Cole, works as a substitute at CCA.

Travis Works: Executive Director

- Sister, Kelley Mitchell works as a substitute custodian on as needed basis for CRCS
- Spouse, Susan Muzzy works as building administrator for CRCS

Tammy Wyman: Director of Special Education

- Niece, Destiny Goodwin, works as Special Education Ed-Tech I substitute for CRCS
- Sister, Ann Tibbets, works as substitute custodian on as needed basis for CRCS
- Son, Logan Wyman, works as a part time custodian for CRCS

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| **VII.** | **Academic Excellence Committee** | | | **6:37 PM** |
| **A.** | Enter July Academic Excellence Committee Minutes into public record | Approve Minutes | Theresa Overall | 2 m |
| **B.** | Academic Excellence Monthly Presentation Schedule for FY24 | | | 5 m |
| **VIII.** | **Other Business** | | | **6:44 PM** |
| **A.** | Vote to exclude certain employee positions from MainePers | Vote | Travis Works | 5 m |

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CRCS **will** vote to approve the following as written:

a) Exclude its level 1 educational technicians, custodians, finance staff and administrative assistants who are hired on or after October 31, 2023 from participating in Regular Plan AC with Maine Public Employees Retirement System (MainePERS). and
b) To remit payment to MainePERS for the associated partial withdrawal liability of approximately $3,000 as required by MainePERS Rule Chapter 803; and to determine whether that payment to MainePERS should be made in a lump sum or amortized for a period not to exceed 30 years at the actuarial assumed rate of return used in the June 30, 2023 valuation.
c) To authorize *Name, Title* to sign the Amended Agreement CRCS and the Maine Public Employees Retirement System.

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| **B.** | Board on Track Survey | FYI | Nicki Reinholt | 6 m |
| **C.** | Upcoming orientation and training for Board members | Discuss | Nicki Reinholt | 5 m |

Nicki meets with Board on Track coach in September.

Our goals as a full board include, but are not limited to:

- Building protocols, procedures, and engagement within committees
- Calibrating board agendas, minutes, and workflow

What are your individual goals as an individual board member?

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| **D.** | Vote to approve the CRCS Emergency Management Plan 23-24 | Vote | Travis Works | 5 m |

## IX. Closing Items — 7:05 PM

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| **A.** | Adjourn Meeting | Vote |