Community Regional Charter School

Special Board Meeting

Retreat Workshop

Date and Time

Sunday January 18, 2026 at 9:00 AM EST

Location

Chase Forum, 150 Main Street, Waterville, ME 04901
(Corner of Appleton and Main Street)

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
I.	**Opening Items**			**9:00 AM**
A.	Record Attendance			1 m
B.	Call the Meeting to Order			
C.	Approve Agenda	Vote		1 m
D.	Approve Minutes from the 12/10/25 Board Meeting	Approve Minutes	Theresa Overall	2 m

		Purpose	Presenter	Time
E.	Approve minutes from the 12/29/25 Special Board Meeting	Approve Minutes	Theresa Overall	1 m

II. Board Retreat Workshop — 9:05 AM

Please see Coversheet for Details around food for workshop, parking, books provided, and documents that will be printed for each board member.

A.	Welcome and Overview	FYI	Theresa Overall	2 m
B.	Annual Conflict of Interest Agreement	FYI	Theresa Overall	5 m

Board Members sign as part of annual procedure and policy.
Reference: Policy BCB: Conflict of Interest
Ashlee will send a Docusign.

C.	Executive Director Evaluation	Discuss	Theresa Overall	15 m
D.	Board Assessment	Discuss	Theresa Overall	15 m

- Board will discuss the annual Board Assessment survey on Board on Track
- Check who needs which Board on Track Books and Ashlee will order and distribute.

E.	Committee Deep Dives	Discuss	Theresa Overall	25 m

Each committee will work on the following and report back:

- Committee Level questioning that holds the administration accountable - Asking for data and “why”. Travis reminds us, "Each committee is really probing deep with questioning and I think it’s important to keep encouraging that but also let board members know that it’s what we want and they should be doing."
- FY25 - Goals Evaluation Check in
- FY26 - Share Goals for this year and calibrate with other committees

F.	Board Goals	Discuss	Theresa Overall	15 m

		Purpose	Presenter	Time

Check in and revise if necessary.
Resource by Board on Track is below:

- Board on Track resource for the process

G.	Strategic Design, Direction, and Alignment	Discuss	Travis Works	15 m

- What is it?
- How does the board work align with the Strategic Direction (Mission, Vision, Core Values, Guiding Principles, Spheres of Living, Future Outcomes, etc)
- What is the cycle to update, reflect, check and adjust?

Strategic Design Document Link:

H.	Handbook Overview	Discuss	Theresa Overall	30 m

Current CRCS Board Handbook Link
Handbook Overview Activity

I.	Lunch Break	FYI	Theresa Overall	60 m
J.	Reflection: As a CRCS Board Member, "How Do I Contribute?"	Discuss	Theresa Overall	45 m

Share and discuss from both the Board and Administrations experience on:

What each Board Member brings to the table (skill set, schema, experiences that offer a unique lens and perspective, etc.)

Discuss what is perceived, appreciated about each members contributions and the impact on the administration's ability to execute the Strategic Direction of CRCS.

Update Board on Track profile

K.	New Board Member Recruitment	Discuss	Theresa Overall	10 m

Identify needs in strengths, skills, and talents desired in additional board members to help "develop narrowly-tailored, written job description."

		Purpose	Presenter	Time
L.	Break			5 m
M.	Academic Data Presentation (Relation to Renewal)	Discuss	Susan Muzzy	45 m
N.	Renewal Process, Expectations, and Preparation	Discuss	Travis Works	15 m

What is the process and how to prepare (this is our last year of results before the decision on renewal is made in October 2026).

Please click on the attached Image to see timeline and there are links to the supporting documents for renewal below as well.

Links to important documents for Renewal:

- Renewal Guidance 2025
- Renewal Application 2025
- Renewal Rubric 2025
- Site Visit Manual (DOC) *Revised 8.20.21*

O.	Reflection Question	Discuss	Theresa Overall	15 m

Reflection:
”How we are different” and ”Why should we exist?”

III. Other Business

IV. Closing Items

A.	Adjourn Meeting	Vote