



# Community Regional Charter School

## Business Meeting of the CRCS Board

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### **Date and Time**

Monday September 19, 2022 at 5:30 PM EDT

### **Location**

48 South Factory Street  
Skowhegan, ME 04976

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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.

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### **Agenda**

#### **I. Opening Items**

- A.** Record Attendance
- B.** Call the Meeting to Order
- C.** Approve Minutes

Approve minutes for Monthly Business Meeting on August 15, 2022

#### **II. Public Comment**

#### **III. Executive Director Reports**

- A. Resignations
- B. New Hires
- C. MCSC Intervention
- D. Strategic Design Meeting Follow up
- E. Enrollment
- F. Leadership Agenda Notes

**IV. Other Communications**

- A. Board Resignations - Linda Belanger

**V. Academic Excellence Committee**

**VI. Executive Committee**

- A. ED Evaluation

Travis' evaluation is open. Please complete by 9/30. Executive Committee will meet before next Business meeting. Will meet in Executive Session in October to finalize goals for 22/23 school year.

**VII. Finance & Facilities**

- A. Lease for Vehicle and Storage of Materials

**VIII. Governance Committee**

- A. Governance Committee Minutes

Enter governance committee meeting minutes into public record

Approve minutes for Governance Committee Meeting on September 7, 2022

- B. Review of Policies

The below policies not been reviewed in the last 5 years and require no change:

- [DI](#)
- [DID](#)
- [DIDA](#)

- [DIE](#)
- [DJA](#)
- [DJC](#)
- [DM](#)
- [DN](#)

**C.** BG - Policy Development

**D.** BG-R - Policy Adoption and Amendment

**IX. Other Business**

**A.** District Goals for 22/23

**X. Closing Items**

**A.** Adjourn Meeting

# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** C. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Monthly Business Meeting on August 15, 2022



# Community Regional Charter School

## Minutes

### Monthly Business Meeting

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#### **Date and Time**

Monday August 15, 2022 at 5:30 PM

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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.

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#### **Directors Present**

C. Hansen, D. Denis, K. LaCasse (remote), S. Noonkester (remote), T. Arnold (remote), T. Overall (remote)

#### **Directors Absent**

L. Belanger, N. Reinholt

#### **Directors who arrived after the meeting opened**

C. Hansen

#### **Ex Officio Members Present**

T. Works

#### **Non Voting Members Present**

T. Works

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

D. Denis called a meeting of the board of directors of Community Regional Charter School to order on Monday Aug 15, 2022 at 5:35 PM.

### C. Approve Minutes

T. Arnold made a motion to approve the minutes from Business Meeting of the Board on 07-11-22.

D. Denis seconded the motion.

The board **VOTED** unanimously to approve the motion.

## II. Executive Director Reports

### A. New Hire Nominations

D. Denis made a motion to Accept New Hire nominations.

K. LaCasse seconded the motion.

The board **VOTED** unanimously to approve the motion.

### B. Resignations

D. Denis made a motion to Accept Resignations.

K. LaCasse seconded the motion.

Jake Hoops, Overman Facilitator

Donna Smart, Dimensions Facilitator Kalgari Reed, Dimensions Ed-Tech III

Lexi Brann, Dimensions Facilitator

Ashley Quirion, Dimensions Title I Facilitator April Trenhom, Dimensions Facilitator

Tori McLaughlin, District Wide Guidance

The board **VOTED** unanimously to approve the motion.

C. Hansen arrived at 5:41 PM.

## III. Academic Excellence Committee

### A. Report on Academic Excellence Committee Meeting

Danielle Denis shared that the Academic Excellence Committee met prior to the board on track. The committee will review and make suggested amendments to the committee description. The next meeting will take place after the fall NWEA assessment, scheduled for November 1st, 2022 at 5:00pm. The academic progress and indicators were shared with the board at the previous board meeting in July.

#### **IV. Finance & Facilities**

##### **A. Review and approve EOY Financial Report**

T. Arnold made a motion to to approve the End of the Year Financial Report.

K. LaCasse seconded the motion.

The board **VOTED** unanimously to approve the motion.

##### **B. Request for Incurring Additional Debt sent to MCSC for roof loan**

FYI about submitting the request to the Charter Commission.

##### **C. Overman Construction Project**

Discussion about the 10 year phased in project to complete Overman Academy and the cost to complete the project. The board should rush to gather facts but not make a decision about to proceed to continue with the original plan or to look at an alternative location for the programming that was originally planned for the final phase of the construction plan.

#### **V. Governance Committee**

##### **A. Committee Chair Change**

Nicky Reinholt had to step down as chair of the Governance Committee and Tonya Arnold will serve as the chair for the remainder of the fiscal year.

Tonya shared an overview of how policies are being reviewed and updated after calibrating with Drummond and Woodsum's recommended policies.

Upcoming topics include, but not limited to: How are policies made? Legal references?

##### **B. Accept Governance Committee Minutes from 8/3/22 into record**

D. Denis made a motion to approve the minutes from Governance Committee Meeting on 08-03-22.

T. Arnold seconded the motion.

Tonya shared an overview of how policies are being reviewed and updated after calibrating with Drummond and Woodsum's recommended policies.

Upcoming topics include, but not limited to: How are policies made? Legal references?

The board **VOTED** unanimously to approve the motion.

##### **C. Second reading of policy KEB-R Feedback and Complaint Procedure**

D. Denis made a motion to Second reading of policy KEB-R with the additional language added to Step 2.

T. Arnold seconded the motion.

Theresa Overall asked a question about Policy lettering structure.

Discussion to added non-substantive language that clarifies the procedure under Step 2.

The board **VOTED** unanimously to approve the motion.

#### **D. Board Self-Assessment**

Danielle Denis shared an overview of the self assessment tool within Board on Track.

No vote necessary.

#### **E. Review and re-approve policies that do not need updating/changing**

D. Denis made a motion to Review and re-approve policies that do not need updating/changing.

K. LaCasse seconded the motion.

- [ADA](#) - School system goals and objectives
- [BBA](#) - School Board Powers and Responsibilities
- [BBBA](#) - Board Member Qualifications
- [BCA](#) - Board Member Code of Ethics
- [BDD](#) - Board-Executive Director Relationship
- [BDG](#) - School Attorney/Legal Services
- [BEDD](#) - Rules of Order
- [BEDF](#) - Voting Method
- [BEDJ](#) - Broadcasting/Taping of Board Members
- [BEDL](#) - Adjournment of Board Meetings
- [BIB](#) - Board Member Development Opportunities
- [BIC](#) - Board Member FOA Training
- [BID](#) - Board Member Compensation
- [CF](#) - School Building Administration
- [CHA](#) - Development of Administrative Procedures (name change) • CHCAA - Student/Staff Handbooks
- [CHD](#) - Administration in Policy Absence
- [DA](#) - Fiscal Management Goals
- [DB](#) - Annual Budget
- [DFA](#) - Revenues from Investments

The board **VOTED** unanimously to approve the motion.

#### **F. JICA - Dress Code Policy**



K. LaCasse made a motion to Approve the updated board policy JICA - Dress Code Policy.

T. Arnold seconded the motion.

The board **VOTED** unanimously to approve the motion.

## VI. Other Business

### A. Reminder Freedom of Access Training/Open Meeting Laws

Danielle Denis reminded the board that this training needs to be completed annually. She reviewed how to access the training and obtaining the certificate of completion. The certificate needs to be sent to Jill In the business office.

### B. EMF Bylaw Change

D. Denis made a motion to support the removal of CRCS as a single corporation member of EMF.

K. LaCasse seconded the motion.

The board **VOTED** unanimously to approve the motion.

### C. CRCS Emergency Management Plan (Updated for 22/23 school year)

D. Denis made a motion to CRCS Emergency Management Plan (Updated for 22/23 school year).

K. LaCasse seconded the motion.

The board **VOTED** unanimously to approve the motion.

### D. Lease of Property for Vehicle Parking and Storage

Add to the agenda for the September Board Meeting.

## VII. Closing Items

### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:58 PM.

Respectfully Submitted,

T. Works

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## Documents used during the meeting

- CRCS Financial Performance & Stability Report FY22.pdf
- \_KEB-R\_FEEDBACK\_AND\_COMPLAINT\_PROCEDURES-\_DRAFT.docx

# Coversheet

## MCSC Intervention

**Section:** III. Executive Director Reports  
**Item:** C. MCSC Intervention  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** CRCS Intervention Letter 20220823.docx.pdf

**MCSC**  
**MAINE CHARTER  
SCHOOL COMMISSION**

TO: Danielle Denis Governing Board Chair, Community Regional Charter School  
Travis Works, Executive Director, Community Regional Charter School

FROM: Lana Ewing, Chief Program Officer  
Maine Charter School Commission

DATE: August 23, 2022

RE: Intervention Level 2

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During the Commission Meeting on June 23, 2022, the Commission voted to approve that the Community Regional Charter School (CRCS) charter contract conditions had been met allowing CRCS to continue operating in its 5-year charter contract term. These contract conditions were voted on by the Commission on December 14, 2021 to be substantially executed by the charter contract renewal deadline.

While the Commission found that CRCS had met the contracted conditions to its satisfaction, the Commission will continue to progress monitor the SY 2021-2022 conditions to gauge continued satisfactory performance during SY 2022-2023.

The Commission continues to be concerned with the high chronic absenteeism rate, overall student performance and the impact of the ongoing facilities development on the school program. Because the school continues to not meet performance targets, the Maine Charter School Commission is initiating its [Intervention Protocol - Level 2](#) (attached below). The Commission assigns the school to Intervention Level 2 for the following reasons:

- Failure to meet multiple performance targets;
- Failure to satisfactorily remedy or make substantial progress toward remedying previously-identified concern. (Insubstantial follow-up from Intervention Plan in February 2020, due to lack of state assessment because of COVID).

Currently, CRCS performance in the identified areas of concern are as follows:

- Percentage of students who are chronically absent: 37%
- Percentage of students meeting the NWEA MAP RIT target benchmark:
  - Math: 41%
  - Reading: 49%
  - Language: 46%
- School has self-identified that the current facilities and ongoing construction delays have limited its ability to meet all program and enrollment needs.

CRCS will provide a status update on progress toward meeting the following benchmarks at least once every three months during the 2022-2023 school year. Additionally, CRCS will provide progress updates on conditions previously identified during SY 2021-2022.

- CRCS will meet the chronic absenteeism benchmark in the Performance Framework: less than 18% of students are chronically absent.
- CRCS will meet student assessment NWEA MAP RIT target benchmark in the Performance Framework: 60-70% of students will meet RIT in grades 3-8 and grade 10.
- CRCS will meet the post-secondary assessment benchmark in the Performance Framework: 75-85% of students will be college ready as measured by SAT, Accuplacer, or ASVAB.
- CRCS will generate a construction completion timeline for facility work required to meet enrollment and program needs by September 30th. The plan should include the related impact on finances, debt, and enrollment (facility assessment, project plans and any data/programming prepared so far, and a calendar of facility meetings and other key dates).

## INTERVENTION PROTOCOL

### Maine Charter School Commission

The fundamental responsibility of the Maine Charter School Commission (MCSC) is to ensure quality charter school oversight that maintains high standards of school performance, upholds school autonomy, and safeguards student and public interests. One of the primary mechanisms for fulfilling this purpose is a comprehensive accountability system that sets clear standards of performance, protects school accountability, and includes oversight to evaluate performance and monitor compliance.

Through its ongoing monitoring of schools' performance, the MCSC may uncover academic, financial, or operational performance that does not meet its established standards. The MCSC has established an Intervention Protocol for how it will respond to areas of deficiency.

If at any time the MCSC determines, as the result of receiving a complaint or on its own review of the information obtained through the monitoring process, that it has significant concerns regarding a school's failure to comply with the terms of the charter contract or governing law, or concerns regarding the school's ability to meet its performance targets, the Commission will deliver a Letter of Concern to the governing board of the School. Such notice shall identify the specific concerns, stating that the concerns represent potential violations of law or the Charter that could lead to sanctions by the Commission up to and including revocation of the Charter. The Commission shall require a written response within ten calendar days of receipt of the notice by the School.

If the school's response to the Commission's Letter of Concern results in confirmation that the school's performance and/or compliance is unsatisfactory the Intervention Protocol will be followed.

Some conditions that could trigger intervention are (and are not limited to):

- Failure to meet academic performance expectations, as identified in the Performance Framework;
- Failure to meet indicators of financial liability or sustainability;
- Non-compliance;
- Violations of federal or state statutes and applicable board policy and/or breaches of contract;
- Issues pertaining to student safety, equity, or access;
- Adverse findings in routine oversight; or
- Substantiated complaints.

The Intervention Protocol is intended to be used to assist in the decision making process which will be guided by the professional judgment of MCSC staff and commissioners.

The MCSC reserves the right to skip levels of intervention, as necessary, and to move toward immediate closure of a school upon a finding that the health, welfare or safety of pupils enrolled is at imminent risk.

Status	Conditions that may trigger status (may meet one, some or all)	Consequences (may require one, some or all)
Level 1	<ul style="list-style-type: none"> <li>• Indications of weak or declining performance identified through routine monitoring, site visits, or other means;</li> <li>• Repeated failure to submit requirements by due date</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of Concern sent to school board from MCSC detailing the concern</li> <li>• As applicable, MCSC's requirements for resolution, timeline, and consequences if not satisfactorily remedied</li> </ul>
Level 2	<ul style="list-style-type: none"> <li>• Failure to satisfactorily remedy or make substantial progress toward remedying previously-identified concern;</li> <li>• Failure to meet multiple performance targets;</li> <li>• Failure to comply with applicable law or breach of contract</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of Concern sent to school board from MCSC detailing the concern</li> <li>• As applicable, MCSC's requirements for resolution, timeline, and consequences if not satisfactorily remedied</li> <li>• Specialized site visit, as necessary;</li> <li>• Meeting with school board as necessary;</li> <li>• Corrective action plan developed by the school and approved by the MCSC, as necessary;</li> <li>• Probation with interview and public hearing, as necessary</li> </ul>
Level 3	<ul style="list-style-type: none"> <li>• Multiple "does not meet expectation" ratings on Performance Framework;</li> <li>• Continued failure to comply with applicable law or with the charter contract;</li> <li>• Failure to meet or make sufficient progress toward meeting terms of corrective action plan, as relevant</li> </ul>	<ul style="list-style-type: none"> <li>• Corrective action plan developed by the school and approved by the MCSC, as necessary;</li> <li>• Meeting with the school board;</li> <li>• Probation with interview and public hearing, as necessary;</li> <li>• As relevant, the MCSC may appoint an agent to monitor the implementation of a corrective action plan</li> </ul>
Level 4	<ul style="list-style-type: none"> <li>• Extended pattern of failure to comply or to meet performance targets;</li> <li>• Failure to satisfactorily address or make sufficient progress toward meeting terms of probation</li> </ul>	<ul style="list-style-type: none"> <li>• Specialized site visit, as necessary;</li> <li>• Proposal of Termination - written notice from MCSC stating reason for proposed termination at least 60 days prior to proposed effective date of termination</li> </ul>

## CRCS SY 2022-2023 Conditions Tracker Intervention Level 2



CRCS will provide a status update on the below areas of concerns at least once every three months during the 2022-2023 school year.

CRCS' governing board will address the following:

### Set 1: Adopted December 2021

FINANCIAL AUDIT (revised August 2022)	
CRCS will provide evidence of a clean audit for FY 22 by December 30, 2022.	
December 29, 2021 COMPLETED	<ul style="list-style-type: none"> <li>CRCS Board leadership submitted the financial audit through Epicenter by the deadline</li> </ul>
2022 Summer Progress Check	<ul style="list-style-type: none"> <li>Commission voted that this condition was met: CRCS will promptly provide the financial audit completed by an independent third party company to the MCSC by December 31, 2021</li> </ul>
SY 2022-2023 BoY Meeting	
SY 2022-2023 Mid year meeting	
SY 2022-2023 EoY Meeting	

BOARD REVIEW OF ORGANIZATIONAL BYLAWS (revised August 2022)	
MCSC and CRCS will periodically review bylaws during board meetings in SY 22-23.	
May 25, 2022 ON TRACK TO MEET	<ul style="list-style-type: none"> <li>Submitted and will review by Executive Committee</li> </ul>

2022 Summer Progress Check	<ul style="list-style-type: none"> <li>The Commission voted that this condition was met: MCSC and CRCS will identify and retain an external partner to review and provide recommendations on how CRCS' bylaws can be revised and strengthened. This is to be completed within 120 days of December 15, 2021, which is April 14, 2022. The report produced should provide specific recommendations on how to strengthen organizational bylaws. MCSC will review the findings of the report and determine the appropriate course of action including timelines for implementing changes to be completed by the Board of CRCS.</li> </ul>
SY 2022-2023 BoY Meeting	
SY 2022-2023 Mid year meeting	
SY 2022-2023 EoY Meeting	

**BOARD DEVELOPMENT (revised August 2022)**

CRCS will meet the Board Training criterion outlined in the Performance Framework: Board members will engage in a baseline of annual training and development using the following guidelines. ([LINK](#))

May 25, 2022 ON TRACK TO MEET	<ul style="list-style-type: none"> <li>Updated progress on training module participation from board members</li> <li>Exploring ways to enhance the self assessment tool</li> <li>On the agenda for the board's governance committee; chair recommends that we find a new tool</li> </ul>
2022 Summer Progress Check	<ul style="list-style-type: none"> <li>The Commission voted that this condition was met: CRCS will join and participate in the board training pilot in the Spring of 2022. MCSC will be available to support members of the CRCS governing board in achieving this condition. This condition is contingent on the launching of the board training pilot.</li> </ul>
SY 2022-2023 BoY Meeting	
SY 2022-2023 Mid year meeting	
SY 2022-2023 EoY Meeting	

**BOARD REORGANIZATION (revised August 2022)**

CRCS will regularly review board member attendance and engagement and continue the work of board-member evaluation to ensure the organization is well-positioned to govern effectively

and hold the officers (school leaders) of the organization accountable.	
May 25, 2022 ON TRACK TO MEET	<ul style="list-style-type: none"> <li>• June board meeting will consider new members and officer positions</li> <li>• Discussed with the chair the process for selecting new board leadership positions</li> </ul>
2022 Summer Progress Check	<ul style="list-style-type: none"> <li>• The Commission voted that this condition was met: CRCS will ensure the organization is well-positioned to govern effectively and hold the officers (school leaders) of the organization accountable. CRCS will provide a Board restructuring plan due by February 4, 2022 and demonstrate progress on the plan by May 6, 2022.</li> </ul>
SY 2022-2023 BoY Meeting	
SY 2022-2023 Mid year meeting	
SY 2022-2023 EoY Meeting	

## Set 2: Adopted March 2022

FACILITIES & SAFETY (revised August 2022)	
CRCS will generate a construction completion timeline for facility work required to meet enrollment and program needs by September 30th, The plan should include the related impact on finances, debt, and enrollment (facility assessment, project plans and any data/programming prepared so far, and a calendar of facility meetings and other key dates).	
May 25, 2022 PROGRESS IS BEING MADE	<ul style="list-style-type: none"> <li>• Chair submitted information to the school performance committee on 5/24</li> <li>• Stated that it has been difficult to find quality contracting work</li> </ul>
2022 Summer Progress Check	<ul style="list-style-type: none"> <li>• Commission voted that enough progress was made on this stipulation to approve the overall contract stipulations: CRCS will ensure that its Overman Academy building in downtown Skowhegan is safe for students and staff by providing a facilities assessment completed by a neutral third-party to be completed by May 10, 2022</li> </ul>
SY 2022-2023 BoY Meeting	
SY 2022-2023 Mid year meeting	
SY 2022-2023 EoY Meeting	



INDEPENDENCE IN AUDITING SERVICES (revised August 2022)	
CRCS will provide an update naming its new independent auditor.	
May 25, 2022 MET CONDITION	<ul style="list-style-type: none"> <li>Issued RFP and distributed directly to known firms</li> </ul>
2022 Summer Progress Check	<ul style="list-style-type: none"> <li>The Commission voted that this condition was met: CRCS will ensure that its audits are free from influence and strictly independent. This requires the operator to ensure adequate rotation of auditing services. The operator should solicit a new independent auditor. CRCS will issue an RFP for a new auditor during the next audit cycle.</li> </ul>
SY 2022-2023 BoY Meeting	
SY 2022-2023 Mid year meeting	
SY 2022-2023 EoY Meeting	

FINANCIAL MANAGEMENT AND CONTROLS (revised August 2022)	
If SY 22-23 audit contains a management letter commenting on material weaknesses, the Board will address all weaknesses and review with the Commission staff.	
May 25, 2022 WILL LIKELY MEET THIS CONDITION	<ul style="list-style-type: none"> <li>Chair submitted information to the school performance committee on 5/24</li> </ul>
2022 Summer Progress Check	<ul style="list-style-type: none"> <li>Commission voted that this condition was met: Ensure that all management letter comments and material weaknesses over procurement are addressed. Document process changes and initiate oversight and score carding. CRCS will launch a review of financial policies. CRCS will have this process completed by June 14, 2022.</li> </ul>
SY 2022-2023 BoY Meeting	
SY 2022-2023 Mid year meeting	
SY 2022-2023 EoY Meeting	

(New) Intervention Level 2 Conditions:

Intervention Level 2 Condition: CRCS will meet the chronic absenteeism benchmark in the Performance Framework: less than 18% of students are chronically absent.	
SY 2022-2023 BoY Meeting	
SY 2022-2023 Mid year meeting	
SY 2022-2023 EoY Meeting	

Intervention Level 2 Condition: CRCS will meet student assessment NWEA MAP RIT target benchmark in the Performance Framework: 60-70% of students will meet RIT growth.	
SY 2022-2023 BoY Meeting	
SY 2022-2023 Mid year meeting	
SY 2022-2023 EoY Meeting	

Intervention Level 2 Condition: CRCS will meet the post-secondary assessment benchmark in the Performance Framework: 75-85% of students will be college ready as measured by SAT, Accuplacer, or ASVAB.	
SY 2022-2023 BoY Meeting	
SY 2022-2023 Mid year meeting	
SY 2022-2023 EoY Meeting	

# Coversheet

## Leadership Agenda Notes

**Section:** III. Executive Director Reports  
**Item:** F. Leadership Agenda Notes  
**Purpose:** FYI  
**Submitted by:** Travis Works  
**Related Material:** 9\_8\_22 Principal's Meeting Agenda.pdf

**BACKGROUND:**

Sharing out notes



# September 8, 2022

**Location: CCA**

**Time: 1:30pm - 3:30pm**

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**NORMS:**

- **Chocolate**
- **Positive and productive**
- **Everyone has a voice**
- **Solution-oriented comments**
- **Respect air time**
- **Be present: minds on and focused on our meeting**

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Notes: Everyone

Time Keeper: Travis

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<u>ACTIVITY</u>	<u>NOTES</u>	<u>TIMELINE</u>	<u>WHO'S RESPONSIBLE</u>	<u>NEXT STEPS</u>
Check In	How are things going? What are the needs of your staff? What do you need?	9/8/22	Everyone	
Remote work when a kid is home with COVID	If a learner is positive with COVID-asynchronous learning site available to reinforce skills and mass distribution of practice  Work from home if working from home during the period of planned or known absence due to medical reasons.  Work off site if attending KVCC, Career Technical School, etc..	9/8/22	LC Facilitators should message families to check in on how they are doing when a kid is out with COVID.	Elizabeth will draft an email about what learners can do when they are home sick with COVID to count as a school day.
PLC topics	Topic for September: The Maine Meal (meal input & curriculum connections) Writing Rubric / Shared Prompts PBIS MTSS - Data (Math) Google Sites  Topics for November: TBD based on feedback MTSS - Data (Reading)	9/8/22		2:00pm-3:30pm 3:30pm-4:00pm share out  Susan will email all staff about the topics, structure and ask for volunteer facilitators
Emailing staff about district leadership	First Day: September 23rd 2022  Topics: Communication Brand	9/8/22		

Check in on Seesaw	<p>Expectations of Communication with families</p> <p><a href="https://docs.google.com/document/d/1G-Wdzn-hMHE8PAV4Vh5TQapbKm6rFhLA5Y8-IH2yTk/edit">https://docs.google.com/document/d/1G-Wdzn-hMHE8PAV4Vh5TQapbKm6rFhLA5Y8-IH2yTk/edit</a></p> <p>Add this to District Leadership for the first meeting.</p>	9/8/22		
Feedback Loops		9/8/22		
Learner Input		9/8/22		
Attendance coding for planned absences with work sent home				
How to build relationships with the bus and school to improve bus behavior				
<p>Bus times</p> <p>Bus Delays</p> <p>Communication with Parents</p>	Can we use See Saw to group busses so communicate delays or other transportation issues?			
Lunch delivery times	<p>10:00am -</p> <p>CCA needs lunch by 11:10am DA needs lunch by 11:40am OA needs lunch by 11:55am</p> <p>Lunch Run Schedule:</p> <p>Leave OA - 10:40am Maine Meal - 10:45am CCA - 11:05am DA - 11:30am OA - 11:50am</p> <p>CCA needs lunch by 11:10am DA needs lunch by 11:40am OA needs lunch by 11:55am</p>			
NWEA Training with Shelley Simpson	October 14 or October 21	9/30/22	Susan will communicate with Sue Dionne for scheduling through Tier III	

**Next Building Leadership Meeting:**


# Coversheet

## Board Resignations - Linda Belanger

**Section:** IV. Other Communications  
**Item:** A. Board Resignations - Linda Belanger  
**Purpose:** Vote  
**Submitted by:**

RECOMMENDATION:

Accept Linda Belanger's resignation letter.

# Coversheet

## ED Evaluation

**Section:** VI. Executive Committee  
**Item:** A. ED Evaluation  
**Purpose:** Discuss  
**Submitted by:** Danielle Denis

### RECOMMENDATION:

Board members to complete ED Evaluation by 9/30. Executive Committee will meet before next Business meeting. Will meet in Executive Session in October to finalize goals for 22/23 school year.



# Coversheet

## Lease for Vehicle and Storage of Materials

**Section:** VII. Finance & Facilities  
**Item:** A. Lease for Vehicle and Storage of Materials  
**Purpose:** Vote  
**Submitted by:** Danielle Denis

### RECOMMENDATION:

Recommendation to approve lease for 2 acres located 89 Steward Hill Road, Skowhegan ME (\$0.00 for a term of 5 years.)

# Coversheet

## Governance Committee Minutes

**Section:** VIII. Governance Committee  
**Item:** A. Governance Committee Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Governance Committee Meeting on September 7, 2022



# Community Regional Charter School

## Minutes

### Governance Committee Meeting

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#### **Date and Time**

Wednesday September 7, 2022 at 1:00 PM

#### **Location**

Creative Children's Academy  
48 South Factory Street  
Skowhegan, ME

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#### **Committee Members Present**

D. Denis, N. Reinholt, T. Arnold

#### **Committee Members Absent**

*None*

#### **Guests Present**

T. Works

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### **I. Opening Items**

#### **A. Record Attendance**

#### **B. Call the Meeting to Order**

T. Arnold called a meeting of the Governance Committee Committee of Community Regional Charter School to order on Wednesday Sep 7, 2022 at 1:04 PM.

## **II. Governance Committee**

### **A. Board Self Assessment - Update**

Review Board On Track Self -Assessment and recommended goals for next year:

1. Board development - quarterly 2-hour trainings
2. Develop a Board Calendar for the year
3. Board manual - communicate Board Member expectations

This group is agreement to adopt these goal for this committee for the year.

Other discussion and questions:

- Does BOT provide monthly/bimonthly/quarterly trainings? 2 hour quarterly meeting for training purposes only. Do we as a committee build out a comprehensive training schedule and present it to the whole Board.
- What does our board need specifically to be the best board it can be for CRCS. Does the board want to do a 4-6 hour training together to give ourselves a solid foundation? The most common format in public schools that has been seen is a 2-hour training with MSSA or its lawyer that goes through required pieces.

The committee will share these goals with the Board and the proposal for additional quarterly 2 hour trainings.

### **B. Policy Audit**

206 polices have been reviewed. 37 remaining as of 8/31/22

Tonya is comparing policies to recently updated policies in other districts.

Discussed elevating the need for Charter Schools to have access to model policies from an entity that can do what MSMA does for public schools.

### **C. New Member Orientation - Update**

Since we are trying to build a baseline training, this will be built along the way.

### **D. Committee Descriptions**

Bullet committee members.

Board Chair will send each description to respective committees for review.

## **III. Existing Policies**

### **A.**

### **Policy Development Policy BG**

It is the **recommendation of this committee that policy BG go to the full board for a first reading.**

### **B. Review Policy BG-R Policy Adoption and Amendment**

It is the **recommendation of this committee that policy BG-R go to the full board for a first reading.**

### **C. Slate of policies that require no change to bring to full Board for Review**

The following policies have not been reviewed in the last 5 years and require no change. It is the recommendation of this committee that these policies be reapproved without any changes.

[DI](#)

[DID](#)

[DIDA](#)

[DIE](#)

[DJA](#)

[DJC](#)

[DM](#)

[DN](#)

### **D. Editing Policies**

## **IV. Closing Items**

### **A. Agenda Items for Next Month**

Jessica Carter to discuss changes to policy ADC & ADC-R tobacco policies.

November invite Betsy to discuss Narcan policy.

### **B. Approve minutes from today's meeting**

D. Denis made a motion to Approve meeting minutes to be presented to the board.

T. Arnold seconded the motion.

The committee **VOTED** unanimously to approve the motion.

### **C. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:49 PM.

Respectfully Submitted,

T. Arnold

# Coversheet

## Review of Policies

**Section:** VIII. Governance Committee  
**Item:** B. Review of Policies  
**Purpose:** Vote  
**Submitted by:**

### BACKGROUND:

The proposed slate of policies have not been reviewed in over 5 years. They have been compared to the MSM model policy templates and no changes have been made since they were adopted or reviewed.

### RECOMMENDATION:

It is the recommendation of the Governance Committee to accept the following policies without change:

[DI](#)

[DID](#)

[DIDA](#)

[DIE](#)

[DJA](#)

[DJC](#)

[DM](#)

[DN](#)

# Coversheet

## BG - Policy Development

**Section:** VIII. Governance Committee  
**Item:** C. BG - Policy Development  
**Purpose:** Vote  
**Submitted by:** Danielle Denis  
**Related Material:** BGA(Should be BG)\_ Policy Development.docx

### BACKGROUND:

This is an existing policy. There are enough changes that the Governance Committee would like for this policy to go before the board for 2 readings.

### RECOMMENDATION:

Approve a first reading of policy.



## POLICY DEVELOPMENT

It is the intent of the board to develop written policies to serve as guidelines and goals for the successful and efficient functioning of CRCS.

The board considers policy development its most important governance function. ~~chief function, along with providing the wherewithal — such as personnel, buildings, materials, and equipment — for the successful administration, application and execution of its policies.~~

The board accepts the definition of policy set forth by the National School Boards Association:

“School Board pPolicies are statements that set forth the purposes and prescribe in general terms the organization and program of a school system. They create a framework within which the Executive Director and the staff can discharge their assigned duties with positive directions. They tell what is wanted; they may include why and how much. Policies should define clearly the goals and objectives of the school system, allow for the flexibility that is vital in day-to-day operations, reflect the Board’s vision, define roles and responsibilities (who is supposed to do what), and include measurable outcomes. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of problems, yet narrow enough to give clear guidance. Policies are guides for action by the administration, which then sets the rules and regulations to provide specific directions to school district personnel.

It is the board’s intention that its policies serve as sources of information and guidance for administrators, staff, students, parents, community members and others. ~~people~~ who are interested in or connected with CRCS.

The policies are framed, and are meant to be interpreted, in terms of federal laws and regulations, state statute, rules of the Maine Department of Education, Maine Charter School Commission, State Board of Education, and all other regulatory agencies at various levels of government that apply to our work. ~~within our local, county, state, and federal levels of government.~~ The policies are also intended to reflect the Board’s educational philosophy framed, and are meant to be interpreted, in terms of those educational objectives, procedures, and practices which are broadly accepted by leaders and authorities in the public education field.

The Board regards policy development and review as an ongoing process. The need for Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to the policies or new policy, may arise from a change in law and/or regulations, modification of CRCS’s vision or goals, educational research or trends, the occurrence of a significant incident or a recommendation. ~~of the current board and those of the future.~~ The board will welcome suggestions for ongoing policy development.

Adoption of new or revised policies and repeal of existing policies is solely the responsibility of the Board. Policies will be adopted, amended, or repealed only by the affirmative vote of a majority of members present and voting.

Policies shall become effective upon Board adoption or at a future date designated by the Board at the time of the adoptions.

The Executive Director/designee will be responsible for distributing new or revised policies to Board members and for making policies accessible to employees, students and the public.

Legal Reference: 20-A MRSA Sec 1001(1)(A)

Cross Reference: BG-RB – Policy Adoption and Amendment

Adopted: 8/29/2012

# Coversheet

## BG-R - Policy Adoption and Amendment

**Section:** VIII. Governance Committee  
**Item:** D. BG-R - Policy Adoption and Amendment  
**Purpose:** Vote  
**Submitted by:** Danielle Denis  
**Related Material:** BGB(should be BG-R)\_ Policy Adoption and Amendment.docx

### BACKGROUND:

This is an existing policy. There are enough changes that the Governance Committee would like for this policy to go before the board for 2 readings.

### RECOMMENDATION:

Approve first reading of policy BG-R.

## **POLICY ADOPTION AND AMENDMENT PROCEDURE**

**The following procedure shall be used to develop, adopt, and review, revise and/or delete (repeal) CRSC Board policies:**

**A. The Board's Governance Committee is charged with reviewing and recommending all new policies and policy changes to be considered by the Board.**

- 1. Individual Board members, Board subcommittees, the Executive Director, and members of the public must submit policy suggestions and concerns to the Board Chair or Executive Director. Policy suggestions that are submitted will be forwarded to the Governance Committee. School personnel should follow any and all applicable administrative procedures and/or agreement provisions for submitting policy suggestions.**
- 2. The Governance Committee, together with the Executive Director, will be responsible for reviewing and researching suggestions for new policies and policy changes. The Governance Committee may seek or ask the Executive Director to provide information such as, but not limited to, the specific need for the policy; the fiscal consequences of the proposed policy; the potential effect of the policy on the instructional program, staff, students, and the community; samples of policies on the same or similar subjects; applicable provisions of state and/or federal law and regulations; and the anticipated costs and benefits of implementing, enforcing and monitoring the proposed policy.**
- 3. The Governance Committee may prepare draft policies or delegate the drafting to all or individual policies to the Executive Director.**
- 4. At an appropriate stage in the process, the Executive Director, on behalf of the Governance Committee and the Board, shall notify all appropriate school unit staff and partners of any proposed new educational policy or proposed modification of any existing educational policy. The Governance Committee may also seek input or discuss the proposal with other groups affected by the policy or legal counsel**
- 5. The Governance Committee will make reports to the Board regarding its activities and the status of policy development**

**B. Upon recommendation by the Governance Committee, the first reading of a new policy, substantial revision or deletion of policy shall be placed on the agenda of a regular Board meeting. Board members shall receive the policy, supporting material, if appropriate, and any written recommendations in advance of the meeting date.**

**The Governance Committee Chair or designee will explain the proposed policy or policy change. The Board may discuss the substance of the policy proposal, and a vote shall be held to acknowledge the first reading of the policy. Revision required by recent changes in law or minor non-substantive changes can be**

adopted and enacted by vote at the time of first reading, but the vote must state this if that is the intent of the Board. Changes to format, coding or reference listings are not considered part of the official policy, and can therefore be changed without a formal Board vote.

Any changes to the draft policy presented for first reading that are agreed to by consensus or by vote on a motion to amend shall be made prior to the second reading and/or enactment.

C. At a subsequent regular meeting, a new policy or substantive policy revision having been acknowledged by the Board in a first reading, shall be placed on the agenda for second reading and adoption. Amendments may be introduced and acted upon. If a main motion to approve the policy is not passed at such a meeting by a majority vote of Board members present and voting, the process for that policy is ended unless the Board, by vote, takes action to table further consideration of the policy or otherwise dispose of the policy (e.g., refer it back to the Governance Committee for further research).

D. The Executive Director/designee will be responsible for making new and revised policies available to board members, school unit personnel, students, and the public through the website and/or other appropriate means as soon as practicable following adoption. If a Board member keeps a paper policy manual, they are responsible for updating the manual with new or revised policies or notification of deletions.

E. The Executive Director shall provide each Board member with electronic access (and instructions for accessing) to the current set of active and current policies.

~~must be submitted By-law and policy proposals and suggested amendments to or revisions of existing policies or by-laws shall be submitted to all members of the board and to the Executive Director in writing prior to a regularly scheduled board meeting in which such proposed policies, amendments, or revisions shall be reviewed and/or discussed. (first reading) A vote for adoption shall take place at the next succeeding regular meeting of the board. Action shall be by majority vote of the total board. Minutes of each meeting shall reflect any readings and action taken.~~

~~Development of all such proposals for new or amended policies prior to their submission to the board for action shall include, to the fullest extent possible, deliberative discussions with all persons to be affected or their representatives.~~

Legal Reference: 26 MRSA Sec 965(1)(C)

Cross Reference: BGA – Policy Development

File: BG-RB

CHD - Administration in Policy Absence

Adopted: 8/29/2012

First Reading:

Second Reading and Adoption of Revisions: