

Community Regional Charter School

Business Meeting of the CRCS Board

Date and Time

Monday October 17, 2022 at 5:30 PM EDT

Location

48 South Factory Street
Skowhegan, ME 04976

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

I. Opening Items

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

Approve minutes for Business Meeting of the CRCS Board on September 19, 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. Commission Updates

- Interim Director, Gina Post has resigned to take a position at NACSA

V. Academic Excellence Committee

VI. Executive Committee

A. ED Evaluation

Per Policy [CBI](#): A Special Meeting of the Board shall be held for the following purposes (no other issues shall be permitted on the agenda of this meeting):

- Survey results and Executive Director self-assessment are given to the Board by the Personnel Committee for discussion.
- The Executive Director can share any reaction or additional information he/she wishes with the Board.
- The Board meets alone to make performance observations based on various sources of performance-related information. The Board drafts the evaluation using the previously agreed upon evaluation outline and format.

We need to schedule this. For the purposes of today, we will discuss and agree upon/vote on ED goals.

B. Discuss Proposed Goals by ED

VII. Finance & Facilities

A. Enter minutes from Finance Meeting into Public Record

Approve minutes for Finance & Facilities Committee meeting on October 10, 2022

- B.** 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 October 5, 2022

- B.** Second Reading of BG - Policy Development
- C.** Second Reading of 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 Business Meeting of the CRCS Board on September 19, 2022



Community Regional Charter School

Minutes

Business Meeting of the CRCS Board

Date and Time

Monday September 19, 2022 at 5:30 PM

Location

48 South Factory Street
Skowhegan, ME 04976

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.

Directors Present

C. Hansen (remote), D. Denis, N. Reinholt (remote), S. Noonkester (remote), T. Arnold (remote), T. Overall (remote)

Directors Absent

K. LaCasse, L. Belanger

Directors who arrived after the meeting opened

S. Noonkester

Ex Officio Members Present

A. Savage, T. Works

Non Voting Members Present

A. Savage, T. Works

Guests Present

Crystal Priest (remote), E. Firnkes (remote), J. Alves (remote), S. Muzzy (remote), Tammy Wyman (remote)

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 Sep 19, 2022 at 5:33 PM.

C. Approve Minutes

T. Arnold made a motion to approve the minutes from Monthly Business Meeting on 08-15-22.

N. Reinholt seconded the motion.

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

II. Executive Director Reports

A. Resignations

No resignation since last meeting

B. New Hires

No new hires since the last meeting.

Still have a couple of positions to hire for and are actively advertising for.

S. Noonkester arrived.

C. MCSC Intervention

Met with Gina Post and reviewed where we are at for the start of the year and a plan for moving forward.

D. Strategic Design Meeting Follow up

* Linda sent back a draft with input from the Strategic Design meeting.

* District Leadership Team will look at the document on the September 24th meeting.

* Document will be brought to the board at the October meeting.

* Travis shared out the initial feedback document.

E. Enrollment

It is looking like we will land around the same enrollment as last year .

As of today - 341 learners with 9 coming in this week so we will be at 350.

F. Leadership Agenda Notes

III. Other Communications

A. Board Resignations - Linda Belanger

D. Denis made a motion to approve Linda Belanger's resignation from the Board.

N. Reinholt seconded the motion.

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

IV. Executive Committee

A. ED Evaluation

* Danielle will open up on Wednesday for board members and other people (who Travis is their boss) to evaluate Executive Director

* Travis has started to work on completing the self evaluation.

* Goal is to have the evaluation done in October.

* At the October board meeting during executive session some goals will be set for the ED from evaluation results

V. Finance & Facilities

A. Lease for Vehicle and Storage of Materials

Need to reach back out to Dan about a draft lease for a property in Skowhegan.

Discussion around different storage options that we have as well as the property itself.

VI. Governance Committee

A. Governance Committee Minutes

D. Denis made a motion to approve the minutes from Governance Committee Meeting on 9/7/22 with the change of wording under Roman Numeral II section d. Governance Committee Meeting on 09-07-22.

T. Arnold seconded the motion.

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

Roll Call

L. Belanger Absent
T. Arnold Aye
N. Reinholt Aye
C. Hansen Aye
K. LaCasse Absent
S. Noonkester Aye
D. Denis Aye
T. Overall Aye

B. Review of Policies

D. Denis made a motion to accept the review of the 8 policies that are list below without changes.

N. Reinholt seconded the motion.

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

C. BG - Policy Development

D. Denis made a motion to approve the first reading of policy BG which is formal known as BGA.

T. Overall seconded the motion.

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

Roll Call

D. Denis Aye
K. LaCasse Absent
S. Noonkester Aye
N. Reinholt Aye
L. Belanger Absent
T. Arnold Aye
T. Overall Aye
C. Hansen Aye

D. BG-R - Policy Adoption and Amendment

D. Denis made a motion to accept the first reading of policy BG-R formally BGB with the recommended changes.

N. Reinholt seconded the motion.

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

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 6:43 PM.

Respectfully Submitted,
D. Denis

Coversheet

Leadership Agenda Notes

Section: III. Executive Director Reports
Item: F. Leadership Agenda Notes
Purpose: FYI
Submitted by:
Related Material: 9_29_22 Principal's Meeting Agenda.pdf
10_13_22 Principal's Meeting Agenda.pdf
9_23_22 CRCS Leadership Team Agenda-2.pdf



September 29, 2022

Location: Dimensions

Time: 1:30pm - 3:30pm

NORMS:

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

Notes: Everyone

Time Keeper: Travis

<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?	9/29/22	Everyone	
NWEA Transition to Maine Through Year Assessment (virtual session)	See email details below	9/29/22		Elizabeth and Susan will register for October 4th session.
Enrollment	<p>ENROLLMENT AS OF 9/29/22</p> <p>CCA: 35 DA: 162 OA: 163</p> <p>360 FY 23 VS. 351 FY22</p> <p><u>FRAM AS OF 9/29/22</u> CCA: Missing 2 DA: Missing 1 OA: Missing 12</p> <p>CUM FILES DA: Missing 11 OA: Missing 18</p>	9/29/22		
Science Carts	<p>Option #1: Robotics and Programming</p> <p>For Overman</p> <p>Option #3: Coding and Hardware</p>	9/29/22	Travis	

	For CCA and DA			
ISTE or Conference	Register everyone for ACTEM	9/29/22		
Trunk or Treat	30 trunks Held at Ice Cream Shoppe	9/29/22		
Payroll Issues (See Mary's email)		9/29/22		
Upcoming Events and PR opportunities	Graduates Night Technology Night 10/5 Treworgy's 10/11 Fire-Fighter Rick 10/11 <u>SEESAW:</u>	9/29/22		
Other:				

Next Building Leadership Meeting:

Good afternoon,

I want to thank you for taking the time to join yesterday's virtual session, **NWEA Transition to Maine Through Year Assessment**. We hope that this session was helpful and a valuable use of your time.

We anticipate the recording, slide deck and Q& A document for this session will be available via the [MeCAS/NWEA webpage](#) within the next few days.

I have also included here the registration links to several other upcoming trainings offered by the Assessment Team.

As always, please do not hesitate to reach out or submit a [Technical Assistance Request](#) if the team can support in any way. We are here to help. Thank you once again for your questions, patience and participation.

Jodi

Maine DOE Assessment Team Upcoming Trainings & Opportunities to Connect		
Overview of Maine's Alternate Academic Achievement Standards	Tuesday, October 4 th 1:30-2:30pm	Registration link
Action Planning for the 1%	Monday, November 7 th 12-1pm	Registration link
Assessment Team Monthly Office Hours	2 nd Wednesday of each month 12-1pm	Registration link



October 13, 2022

Location: Dimensions

Time: 1:30pm - 3:30pm

NORMS:

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

Notes: Everyone

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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?	10/13/22	Everyone	
Panorama Action Plan	Panorama Action Plan was finished this morning and submitted to Charter Commission. <i>The CRCS goal is: 40% of families will respond favorably to family engagement (up from 14%) by next year's survey administration. As a result, families will be more connected with CRCS, which will improve learner attendance, attitudes towards school, and increased learner retention.</i>	10/13/22	Everyone	This goal should be shared at the 10/21 CRCS Leadership meeting.
Behavior Referral Feedback Loop	Susan created a behavior feedback email draft that corresponds with the behavior slip. This feedback email gets sent to parents and facilitators.	10/13/22	Everyone	Susan and Elizabeth have shared the form for feedback with staff.
NWEA Language Test	Looking for clarification on testing - is NWEA language required? It looks like the Charter Commission requires it, but not the state?	10/13/22	Travis	Travis will reach out and get clarification from Charter Commission. Susan will reach out and clarify with the state.
PEPG	At CRCS Leadership team next Friday, the 21st, we will go over	10/21/22	Elizabeth & Susan	Put PEPG on the 10/21/22 agenda

	the teacher evaluation tool in Empower.			
November Workshop Days	NWEA workshop will be ½ of one of the days.			

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Maine DOE Assessment Team Upcoming Trainings & Opportunities to Connect		
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Action Planning for the 1%	Monday, November 7 th 12-1pm	<u>Registration link</u>
Assessment Team Monthly Office Hours	2 nd Wednesday of each month 12-1pm	<u>Registration link</u>



September 23, 2022

Location: Creative Children’s Academy

Time: 2pm-4pm

NORMS:

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

Notes: Everyone

Time Keeper:

<u>ACTIVITY</u>	<u>NOTES</u>	<u>TIMELINE</u>	<u>WHO's RESPONSIBLE</u>	<u>NEXT STEPS</u>
Introductions		9/23/22	Everyone	N/A
Branding - CRCS	Dan shared out how the new logo and branding has developed over the past couple of years	9/23/22	Travis Dan	New logo will now begin to be put on all documents moving forward Working on getting some order forms up and going to get merchandise out to staff, families and community
Strategic Design	Travis shared an overview of the draft Strategic Design document that Linda shared with notes from our meeting in May	9/23/22	Travis	Will follow up in a later meeting and will use this document to drive some work that the group will do throughout the school year
Future facilities discussions	Conversations around enrollment and facilities in the future and what that might look like	9/23/22	Everyone	N/A

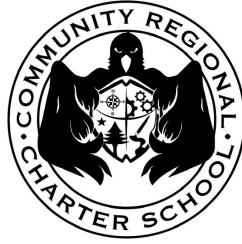
Next District Leadership Meeting:

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Coversheet

Enter minutes from Finance Meeting into Public Record

Section: VII. Finance & Facilities
Item: A. Enter minutes from Finance Meeting into Public Record
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Finance & Facilities Committee meeting on October 10, 2022
CRCS Financial Performance & Stability Report 6-30-22.pdf



Community Regional Charter School

Minutes

Finance & Facilities Committee meeting

Date and Time

Monday October 10, 2022 at 5:30 PM

Location

Creative Children's Academy
48 South Factory Street
Skowhegan

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.

Committee Members Present

C. Hansen (remote), D. Denis (remote)

Committee Members Absent

K. LaCasse

Guests Present

C. Priest (remote), J. Alves (remote), T. Works (remote)

I. Opening Items

A. Record Attendance

B.

Call the Meeting to Order

D. Denis called a meeting of the Finance & Facilities Committee of Community Regional Charter School to order on Monday Oct 10, 2022 at 5:30 PM.

II. Finance & Facilities

A. Review Monthly Financial Performance Measures

Review of the Balance sheet and Financial Performance & Stability Measures. CRCS meets the financial performance and stability standards for the first quarter of FY23. It was noted that total long term debt is down almost \$222,000 from this time last year. Our anticipated loan for the roof replacement at our Overman building will increase total debt by about \$100,000.

Reviewed Budget vs Actual report. It was noted that September was a 3 pay period month so expenditures for salaries are above budget amounts. There were also some upfront health insurance costs as a result of our move to a new insurance company. Overall we are at about 94% of budgeted expenditures for the first quarter of FY23.

Review Statement of Cash Flows. Jill noted the investing activities which reduced cash flow, including \$45,000 down payment for the new roof and \$8,000 for the conference room/office glass door and walls.

We discussed budget timing and determined that we would begin work on the FY23 budget in January after the ED279 subsidy has been released by the DOE. Danielle Denis suggested that we schedule a budget workshop session in January. She is also going to look at Board on Track to see if there is something like a budgeting 101 course for board members.

III. 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 6:12 PM.

Respectfully Submitted,
J. Alves

CRCS Financial Performance & Stability

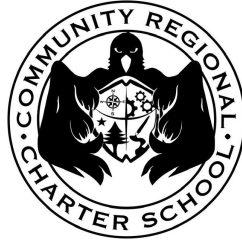
9/30/2022

Current Assets	357359.30				
Current Liabilities	81170.50				
Current portion of long term de	92398.00				
	FY23 Value	Meets Standard?	Notes		
Current Ratio	2.1	Yes	Should be greater than or equal to 1.1		
DCOH calculation					
unrestricted cash	326451.86				
average daily cost	8960.00				
	FY23 Value	Meets Standard?	Notes		
Unrestricted Days Cash on Hand	36.43	Yes	Should be at least 30 days		
Current Assets	357359.30				
Fixed Assets	4995651.45				
Total Assets	5353010.75				
Current Liabilities	81170.50				
Long term Debt	2750461.69				
Total Debt	2831632.19				
	FY23 Value	Meets Standard?	Notes		
Debt to Asset Ratio	53%	Yes	Should be less than 90%		
net income	18020.41				
Total Revenue	1131885.35				
	FY23 Value	Meets Standard?	Notes		
Total Margin	1.59%	Yes	Should be positive		

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 October 5, 2022



Community Regional Charter School

Minutes

Governance Committee Meeting

Date and Time

Wednesday October 5, 2022 at 1:00 PM

Location

Creative Children's Academy
48 South Factory Street

Committee Members Present

D. Denis, T. Arnold (remote), T. Works

Committee Members Absent

N. Reinholt

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 Oct 5, 2022 at 1:06 PM.

II. Governance Committee

A. Board Self Assessment & Goals - Update

Skip in lieu of time

B. Policy Audit - Update

Skip in lieu of time

C. Board Member Orientation & Training - Update

Save for next time

III. Existing Policies

A. Policy Development - confirm next steps for Policies BG and BG-R

Recommend the board accepts policies BG & BG-R

B. Slate of policies that require no change to bring to full Board for Review

C. Editing Policies to comply with legal changes

IV. Other Business

A. Presentation by Jessica Carter on Tobacco Policies

With edits, we are at a "Better" level policy. Recommended changes:

- add links to resources for quitting (My Life, My Quit & Maine Quit Link)

My Life, My Quit - Somerset Public Health offers a 45 minute training for school staff.

Promotional posters for My Life, My Quit.

If we wanted to go for best:

- prohibit advertising and sponsorship by tobacco industry and tobacco retailers.
- procedures include verbal announcements to remind individuals of tobacco policy at school events
- procedures support students in creation of policy
- procedures address tobacco use, prevention and exposure in student curriculum
- procedures include positive and restorative practices for repeat offenders

Jess Carter can come in and do education with students on the dangers of tobacco use and being the targets of tobacco advertising. jcarter@rfgh.net

V. Closing Items

A. Agenda Items for Next Month

B.

Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:12 PM.

Respectfully Submitted,
D. Denis

C. Approve minutes from today's meeting

Coversheet

Second Reading of BG - Policy Development

Section: VIII. Governance Committee
Item: B. Second Reading of BG - Policy Development
Purpose: Vote
Submitted by:
Related Material: BGA(Should be BG)_ Policy Development-2.docx

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

School Board policies 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 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, learners, parents, community members and others 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. The policies are also intended to reflect the Board's educational philosophy 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 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. 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.

File: BG

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-R – Policy Adoption and Amendment

Adopted: 8/29/2012

Coversheet

Second Reading of BG-R - Policy Adoption and Amendment

Section: VIII. Governance Committee
Item: C. Second Reading of BG-R - Policy Adoption and Amendment
Purpose: Vote
Submitted by:
Related Material: BG-R_ Policy Adoption and Amendment.docx

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, learners, 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.

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

Cross Reference: BG – Policy Development

CHD - Administration in Policy Absence

Adopted: 8/29/2012

First Reading: 9/19/22

Second Reading and Adoption of Revisions: