



Community Regional Charter School

Business Meeting of the CRCS Board

Date and Time

Monday February 20, 2023 at 5:30 PM EST

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

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
A. Record Attendance			1 m
B. Call the Meeting to Order		Danielle Denis	
C. Approve Minutes	Approve Minutes	Ashlee Savage	1 m

Approve minutes for Business Meeting of the CRCS Board on January 16, 2023

II. Public Comment

III. Executive Director Reports

5:32 PM

	Purpose	Presenter	Time
A. Resignations	Vote	Travis Works	2 m
B. New Hires	Vote	Travis Works	1 m
C. Community Events	FYI	Travis Works	5 m
D. Strategic Design Meeting Follow up	FYI	Travis Works	2 m
E. Enrollment	FYI	Travis Works	5 m
F. Leadership Agenda Notes	FYI	Travis Works	5 m

IV. Other Communications **5:52 PM**

A. Epicenter Training	Discuss	Danielle Denis	5 m
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Completion issue should be resolved for those that had trouble with modules being complete but not marked as such.

Reminder

> Incoming board member

- Module 1: (within 90 days of appointment)
- Module 2: (within 9 months of appointment)

> Annual elective training

- 100% of board members will complete at least one
- Can provide evidence of an outside/external source

V. Finance & Facilities **5:57 PM**

A. Approve monthly financial performance measures	Vote	Jill Alves	3 m
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Found in "Documents" tab for Board Members

B. Budget workshop	FYI	Travis Works	3 m
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March 6 @ 5:30pm in addition to March 13

C. PreK Expansion Grant	FYI	Travis Works	5 m
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Purpose Presenter Time

VI. Governance Committee **6:08 PM**

A. Governance Committee Minutes	Approve Minutes	Tonya Arnold	2 m
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Enter governance committee meeting minutes into public record with amendment: Board adopted GCOC, BEDH, and ADC policies at the January board meeting. Ashlee will now upload these policies to Board OnTrack. Remove ADC.

Board did first read of policies BEB and DN. BEB and DN will move forward for 2nd read and adoption at February board meeting. Should be ADC and DN.

Board did first read of policies BE, BBB, BDE, BEC-E, BEC, BEDA, BEDC, BEDG, BGF, CM, and DD for elimination. These policies will move forward for 2nd read and vote for elimination at the February board meeting. BE should be struck - it didn't make it onto the January Business meeting of the Board. This will be added to the March agenda for first read for elimination.

Approve minutes for Governance Committee Meeting on February 1, 2023

B. Second read for elimination	Vote	Tonya Arnold	5 m
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The Governance Committee recommends that the following policies are put forward for second reading for elimination:

- [BBB](#) Board Membership
- [BDE](#) Board Standing Committees
- [BEC-E](#) Maine Statutes Authorizing Executive Session for Maine Schools
- [BEC](#) Executive Sessions
- [BEDA](#) Notification of Board Meetings
- [BEDC](#) Quorum
- [BEDG](#) Minutes
- [BGF](#) Suspension of Policies
- [CM](#) CRCS Annual Report
- [DD](#) Grants/Funding Proposals and Applications

C. Second reading of:	Vote	Tonya Arnold	6 m
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The governance committee recommends a second reading and discussion of the following policies:

- [ADC](#) - TOBACCO-FREE SCHOOLS:USE AND POSSESSION OF TOBACCO AND ELECTRONIC SMOKING DEVICES
- [DN](#) - Properties Disposition

Purpose Presenter Time

VII. Academic Excellence Committee

VIII. Executive Committee

6:21 PM

A. Executive Director Contract	FYI	Danielle Denis	3 m
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Working on a more comprehensive ED contract. The committee has requested that administration/leadership team review the staff handbook, with attention that the benefits section is accurate and includes benefits for all staff.

IX. Closing Items

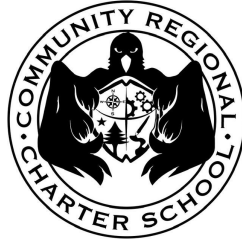
6:24 PM

A. Adjourn Meeting	Vote
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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 January 16, 2023



Community Regional Charter School

Minutes

Business Meeting of the CRCS Board

Date and Time

Monday January 16, 2023 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 (remote), K. LaCasse (remote), N. Reinholt (remote), T. Arnold (remote), T. Overall (remote)

Directors Absent

S. Noonkester

Directors who left before the meeting adjourned

C. Hansen

Ex Officio Members Present

A. Savage (remote), T. Works (remote)

Non Voting Members Present

A. Savage (remote), T. Works (remote)

Guests Present

E. Firnkes (remote), J. Alves (remote), S. Muzzy (remote), T. 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 Jan 16, 2023 at 5:35 PM.

C. Approve Minutes

T. Arnold made a motion to approve the minutes from Business Meeting of the CRCS Board on 12-19-22.

N. Reinholt seconded the motion.

Edit the minute to change the working on the motion from Financial Performance Measure to Monthly Financial Performance and Stability Report

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

II. Executive Director Reports

A. Resignations

No resignations from last month

B. New Hires

Nancy Soule has joined us as a guidance counselor at Dimensions

Cheryl Perkins has been hired as a special ed. ed.tech at Dimensions

* fully staffed at Dimensions

C. Community Events

Working with Titcomb Mountain to plan a district wide field trip there in March

D. Strategic Design Meeting Follow up

Each building is working together to collaborate and put our Strategic Design into practice

E. Enrollment

* Filling spots as learners unenroll at all buildings

* At Overman - more learners are enrolled now than on Oct 1 count

F. Leadership Agenda Notes

* Discussion around Absenteeism and what strategies we are putting into practice to lower our absenteeism percentage

* Working with families individually to see what works best for each family

* School Choice Week is the end of January and we are asking families to share why they chose us as a school and we can use that narrative at the end of the year also

* NWEA is coming up in the next 2-3 weeks at Dimensions and Overman Academy

* Danielle is asking that in the next upcoming months have Brian share out some success stories around restorative circles and have Dan share out some success stories around community projects and across district projects

III. Other Communications

A. Commission Required Training

- * Discussion around Epicenter trainings and Danielle showed everyone a review of Epicenter and how to get to trainings
- * Danielle shared what specific trainings are required for which board members

IV. Finance & Facilities

A. Approve monthly financial performance measures

- D. Denis made a motion to approve the monthly financial performance and stability report.
- T. Arnold seconded the motion.
- The board **VOTED** to approve the motion.

B. Property Lease for Vehicle and Storage

Table until next month

C. Vote on ground work to Steward Hill property

Table until next month and once we have lease

D. Corporate Resolution

Jill has the document and it will be submitted to the bank tomorrow morning (1/17/23)

V. Governance Committee

A. Governance Committee Minutes

- D. Denis made a motion to approve the minutes from Governance Committee Meeting on 01-04-23.
- T. Arnold seconded the motion.
- The board **VOTED** to approve the motion.

B. Adopt revisions to GCOC - Evaluation of Administrative Staff

- T. Arnold made a motion to to approve the revisions and adopt policy GCOC - Evaluation of Administrative Staff.
- N. Reinholt seconded the motion.
- The board **VOTED** to approve the motion.

C. First read for elimination

- T. Arnold made a motion to approve the following policies for first read for elimination (BBB, BDE, BEC-E, BEC, BEDA, BEDC, BEDG, BGF, CM, DD).
- D. Denis seconded the motion.
- The board **VOTED** to approve the motion.

D. First reading of:

- D. Denis made a motion to approve a first reading of policies ADC and DN.
- N. Reinholt seconded the motion.

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

E. First readings and adoption

D. Denis made a motion to approve policy BEDH with edits.
T. Arnold seconded the motion.
The board **VOTED** to approve the motion.

VI. Academic Excellence Committee

A. Discussion of Academic Excellence Committee meeting

* Discussion around math data (concrete vs abstract, how Dan is using the printers to create math manipulative, etc.)
* Purchased a few math PD books and doing some PD with them as a district on Friday, January 20th
* Will meet again after winter NWEA is completed to discuss that data
C. Hansen left at 7:24 PM.

VII. Executive Committee

A. Vote to extend meeting

D. Denis made a motion to extend meeting for an additional 20 minutes.
N. Reinholt seconded the motion.
The board **VOTED** to approve the motion.

B. Executive Director Evaluation Update

D. Denis made a motion to Enter into Executive Session to pursuant to 1 M.R.S.A. SS 405(6)(A) - Evaluation of Employees.
T. Arnold seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. 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 7:50 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: 1_25_23 Full Leadership Meeting Agenda.pdf
2_2_23 Principal's Meeting Agenda.pdf
1_27_23 CRCS Leadership Team Agenda.pdf
2_9_23 Principal's Meeting Agenda.pdf



January 25, 2023

Location: CCA

Time: 2:00pm - 4:00pm

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?	1/25/23	Everyone	
Spring MEA testing - not the regular NWEA -		1/25/23	Crystal	
Summer programming planning?	Looking at Month of July Brian will be admin for this	1/25/23	Crystal	Brian will be serving as Admin for summer programming. Travis will connect with Brian on the programming piece. Technology needed? Extended year services? - Looking at 1 ed-tech Deadline having a plan is February Break.
RUS Grant update		1/25/23	Crystal	
Demonstrated Success - MTSS blog		1/25/23	Elizabeth Travis	
FY24 Staffing				
Executive Director goals		1/25/23	Travis Elizabeth Susan	

<p>Agenda for CRCS Leadership Team on Friday the 27th</p>	<p>https://docs.google.com/document/d/1TUcZ6alwvUwtKz4jmaxGMPfZatYuYtvZz1v0SiVPbLg/edit</p>	<p>1/25/23</p>		
<p>Enrollment: Who is doing what?</p>	<p>October 1, 2022 359 October 1, 2023 375-380 CCA: 32 DA: 170-175 OA: 170-175 Lottery Date: March 15th 9:00am at Central Office What are our next Facebook posts? What should we advertise as selling points? When are our open house dates?</p>		<p>Susan Elizabeth Travis</p>	<p>Overman - Feb. 15th CCA - Feb. 16th DA - March 1st Susan will make an Open House flier to put out.</p>
<p>SPED services Case management Overman Social work Speech Dimensions KVCC class</p>			<p>Tammy</p>	
<p>CRCS Leadership & MCL Pathways</p>				
<p>Absenteeism Check In</p>	<p>Being collecting pieces for charter commission check in. What are we doing? <ul style="list-style-type: none"> ● Weekly attendance scans ● Off site plans for learners with appointments or missed school for transportation ● Increased parent communication ● Sharing flyers from Attendance Works Send form letters to Nicki for ELC</p>		<p>Susan Elizabeth</p>	
<p>Facilitator Evaluation: Goal and Observations</p>	<p>Set goal for getting facilitator goals in. Set goals for observations</p>			
<p>Administrator Evaluation & Feedback</p>				

Next Building Leadership Meeting:



ry 2, 2023
Central Office
0pm-4:00pm

NORMS:

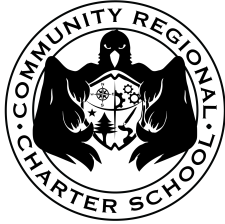
- **Chocolate**
- **Positive and productive**
- **Everyone has a voice**
- **Solution-oriented comments**
- **Respect air time**
- **Be present: minds on and focused on our meeting**

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?	2/2/23	Everyone	
Empower Goals		2/2/23		
Formal Observations	Schedule with staff in February. Observations in March: <ul style="list-style-type: none"> ● Susan - 10 observations (Classroom Facilitators + Title I) ● Elizabeth - 10 (Classroom Facilitators) ● Tammy - Special Ed Observation data in Empower <ul style="list-style-type: none"> ● Pre-conference (review and discuss self-evals) ● Observation ● Post-conference 	2/2/23	Elizabeth Susan	Bring up at staff meeting and begin scheduling dates and pre-conferences.
March MTSS conference	Overman would like to go on Thursday, March 9th and Friday, March 10th. CCA and DA would be in session on Thursday, March 9th. OA learners would be remote. The previously scheduled workshop on Monday, March 13th would move to Friday, March 10th. No learners would be in session on Friday, March 10th. CCA and	2/2/23	Susan Travis Elizabeth	Travis will check dates with the School Board to make calendar change. We will notify families. Elizabeth will take care of registrations.

	<p>DA staff would have a workshop day on site.</p> <p>All learners and staff would be in person on Monday, March 13th.</p>			
Schools Sharing Success	<p>https://www.maine.gov/doi/sharingsuccess</p> <p>Opportunity for staff to write pieces to get the word out to the community and highlight the good work we are doing.</p> <p>Talk to staff to see who might be interested.</p>	2/2/23	Elizabeth Susan	Elizabeth will connect with Dan.
2/3/23 Remote Day PD	<p>CCA - Working on new center rotations</p> <p>DA - Zoom Meeting from 9am-12pm</p> <p>OA - Zoom Meeting from 9am-12pm</p>	2/2/23	Elizabeth Susan	N/A
Spreadsheet of Staff With Make Up Days due to Snow/No School	<p>Ashlee will make a spreadsheet of staff names and dates of snow days.</p>	2/2/23		Susan and Elizabeth will update with staff attendance.

Next Building Leadership Meeting:



January 27, 2023

Location: Dimensions Academy


Time: 2:00pm-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>
Check In		1/27/23		
Narcan Policy	<p> JLCD (2021): ...</p> <p>Questions: * registered on a site where everyone can see that the building has one * would be in a clear and labeled spot in the lobby</p>	1/27/23	Travis	* If anyone has other feedback send to Travis or Ashlee * Policy will be taken to the Board for next steps
ESEA report update/plan	<p>https://docs.google.com/document/d/1OwsxRAJ4HjHxSONAslpT05lRXOeepDMa/edit?usp=sharing&oid=102522872221131288855&rtpof=true&sd=true</p>	1/27/23	Crystal	* Susan will share goals from DA's CNA to help aid in goals for OA and CCA * This group will help develop the plans each month
PreK Expansion Grant and Enrollment	* Submitted the grant application on the deadline January 20th * Looking at adding a 3rd PreK classroom which would be housed at DA in a 4 classroom portable	1/27/23	Travis	Hoping to have a decision on whether the grant is awarded or not by the end of February

<p>Benefits of working at CRCS</p> <p>Loyalty Pay</p>	<p>Benefits:</p> <ul style="list-style-type: none"> - be able to teach learner in our own way and not cookie cutter -approachable administration -resources and materials provided - Supportive team -professional autonomy - lots of different technologies to use with learners - opportunities to grow and PD is supported - choice and voice - culture is positive (lots of feedback from parents saying that learners are now excited to come to school) - smaller district allows for more feedback between admin and facilitators - meaningful work after hours if any - academic equality - flexible environment - inclusive culture -truly learner centered - committed team - Open, not closed off leadership team - Ability to have some say in the development of a school system. - Not an overbearing board with political barriers 	<p>1/27/23</p>	<p>Everyone</p>	<p>Need to work on marketing these benefits</p> <p>Travis will share the Loyalty Pay Scale with the board</p>
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	<p>- 6 paid weeks of maternity and paternity leave</p> <p>Travis shared the loyalty pay scale that he has been working with Jill on</p>			
<p>Strategic Design - Operationalize Direction Setting Tool</p>	<p>What evidence do we have?</p> <p>What evidence do we have that it is working? Are learners learning? What is the impact? Why do we have....</p> <p>Time and Effort?</p> <p>Why do we want this (evidence)?</p> <p>Why do we do this (particular thing)?</p>	1/27/23		<p>Add examples and evidence to the following doc to share at next meeting</p> <p>Operationalizin...</p>
.....				

Next District Leadership Meeting:

We are not looking at the problem, we are looking at the reason why we do this!

What other ways can we achieve this guiding principle?

Is it quality? Is it effective? How do we know? How do we measure?

<p>22. <i>improve our understanding and skill at recognizing and helping learners address and cope with their social emotional needs.</i></p> <p>21. <i>Increase professional</i></p>	<p>22.</p> <p>-Hired a new position to support social/emotional needs.</p> <ul style="list-style-type: none"> - Discussion during morning meeting - Zones of regulation - Quiet zone/ giving breaks <p>21. Variety of professional development opportunities to include NWEA and MCCL</p>
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<p>development and training opportunities for facilitators.</p> <p>19. Provide technology and tools needed for a variety of learning tasks.</p> <p>12. Teach self-regulation and process behavior with learners.</p> <p>11. Focus on intentionally building positive relationships with learners. (daily check-ins, greetings, etc.)</p> <p>9. Provide learning opportunities at a variety of times during the day.</p> <p>8. Modify learners' assignments to meet individual needs & skills and naturally build in accommodations.</p>	<p>conferences.</p> <p>19. Provide laptops and IPADs to use in the building as well as adding new software and training to aid learning opportunities.</p> <p>12. Hired a new position for this. Training on the learner mindset and strategies on how to process behaviors to support self regulation.</p> <p>11. Morning meetings, assembly sharing and presentation. Being on the playground and bonding with learners there.</p> <p>9. Seminars offered throughout the morning/afternoon; learners choose. Bullseye classes offered throughout the day to address specific needs.</p> <p>8. Breaking into small groups, assigning different IXL for learners. Having target time so learners can work on individual math goals. Modifying expectations and applying accommodations to meet the learners needs all while still challenging them.</p>
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February 9, 2023

Location: Central Office

Time: 2:00pm-4:00pm

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?	2/9/23	Everyone	
Critical Creativity in Motion	Dan created these cards for US State Dept. and is willing to offer some PD around how to use them. They are all geared around Complex Reasoning and can work in any learning environment.	2/9/23	Elizabeth	PD Opportunity- See Below
Yearbook	First meeting will be March 3 at 9:30. OA learners will come to DA to begin working together to create a CRCS yearbook.	2/9/23	Elizabeth	Elizabeth will get OA learners started on the yearbook. Susan will work with staff to find 3-4 learners interested in joining the yearbook club.
PBIS rewards	OA revamped the RavenRewards system by purchasing a gumball machine that runs on tokens. When learners earn a RR they will get a token for the machine. The machine will have capsules with the chance to win a gift card and lesser prizes. The learner leadership team has been involved in the planning process.	2/9/23	Elizabeth	
Staff email for requisitions		2/9/23	Travis	Discuss at next meeting.
Work Study Programs		2/9/23	Travis	Elizabeth working on a letter.

Tracking owed time for staff due to Remote and Snow Days		2/9/23	Travis	Need spreadsheet created tracking this information and it need to be shared with Business Office.
Next Friday District Leadership			Travis	Agenda Items:
Trauma Practice Speaker or PD?			Susan	
Upcoming Fridays	Check on schedule	2/9/23	Susan and Elizabeth	Convert 3/17 from a District Leadership to a District Workshop with focus on "Critical Creativity in Motion" and district wide updates on enrollment and the coming school year

Next Building Leadership Meeting:

Coversheet

Epicenter Training

Section: IV. Other Communications
Item: A. Epicenter Training
Purpose: Discuss
Submitted by:
Related Material: Board_Training_Modules_Required_Participation.docx

Board Training Modules

Module Topic	Learning Outcomes	Required Participants
Module 1: Board Roles & Responsibilities	<ul style="list-style-type: none"> ● Understand how charter schools are established and funded. ● Learn the 12 essential responsibilities every charter school board should ensure. ● Use 3 wise questions to stay focused on the things that matter. ● Understand board structure and the roles of board members. ● Leverage committees for effective governance. 	School Board: <ul style="list-style-type: none"> ● Incoming Presidents/Chairs (<i>within 90 days of appointment</i>) ● Incoming Finance Chair (<i>within 90 days of appointment</i>) ● Incoming board member (<i>within 90 days of appointment</i>)
Module 2: Governing Documents	<ul style="list-style-type: none"> ● Define and employ the charter public school board bylaws. ● Define and employ the charter public school board policies. ● Define and ensure the charter public school is following state law as well as Maine Charter Commission's administrative rules. 	School Board: <ul style="list-style-type: none"> ● Incoming Presidents/Chairs (<i>within 9 months of appointment</i>) ● Incoming Finance Chair (<i>within the first year of term</i>) ● Incoming board member (<i>within 9 months of appointment</i>)
Module 3: School Management	<ul style="list-style-type: none"> ● Understand the importance of engaging a high-quality school leader or management company. ● Identify the 12 qualities of an effective school leader. 	School Board: <ul style="list-style-type: none"> ● Incoming Presidents/Chairs-

	<ul style="list-style-type: none"> • Understand the importance of delegating operational authority to school leadership. • Identify best practices for evaluating school leadership. 	<p><i>(within 9 months of appointment)</i></p> <ul style="list-style-type: none"> • Academic Committee Chair <i>(within 90 days of appointment)</i>
Module 4: Financial Stewardship & Budgeting	<ul style="list-style-type: none"> • Understand the board's fiduciary duties, including financial controls. • Learn the importance of the board's management of fiscal resources. • Understand how the board is involved in the school's annual budget. • Identify Maine's school financing and framework, including reporting requirements. 	<p>School Board:</p> <ul style="list-style-type: none"> • Incoming Finance Chair <i>(within 90 days of appointment)</i>
Module 5: Financial Health & Facilities	<ul style="list-style-type: none"> • Understand the importance of monitoring a school's financial health. • Identify and analyze how to mitigate financial and operational risk. • Identify what to look for when reviewing a school's facilities and related costs. • Understand why it is imperative to serve as an advocate for your school. 	<p>School Board:</p> <ul style="list-style-type: none"> • Incoming Finance Chair <i>(within 90 days of appointment)</i>
Module 6: Effective Board Meetings	<ul style="list-style-type: none"> • Understand and apply best practices for planning and executing effective board meetings. • Identify and follow the rules of the Maine Freedom of Access Act. • Develop a plan to engage with policymakers to help your school succeed. 	<p>School Board:</p> <ul style="list-style-type: none"> • Incoming Presidents/Chair <i>(within 9 months of appointment)</i>
Module 7:	<ul style="list-style-type: none"> • Understand the board's role of ensuring student academic 	<p>School Board:</p>

Academic Performance	<p>performance.</p> <ul style="list-style-type: none"> ● Identify Maine's Academic Performance Framework. ● Understand and ensure services are provided for special populations of students. ● Consider and apply best practices around ensuring high quality distance learning. 	<ul style="list-style-type: none"> ● Academic Committee Chair <i>(within 9 months of appointment)</i>
Module 8: Board Development & Advocacy	<ul style="list-style-type: none"> ● Develop a Highly Effective Board ● Understand Best Practices for Board Recruitment and Selection ● Implement Board Evaluation 	<p>School Board:</p> <ul style="list-style-type: none"> ● Incoming Presidents/Chairs <i>(within 9 months of appointment)</i>

School Board Member Requirements:

> Incoming Presidents/Chairs

- Module 1: If not already completed (within 90 days of appointment)
- Module 2: If not already completed (within 9 months of appointment)
- Module 3: If not already completed (within 9 months of appointment)
- Module 4: Recommended
- Module 5: Recommended
- Module 6: If not already completed (within 9 months of appointment)
- Module 7: Recommended
- Module 8: If not already completed (within 9 months of appointment)

> Incoming Finance Chair

- Module 1: If not already completed (within 90 days of appointment)
- Module 2: If not already completed (within the first year of term)

- Module 4: If not already completed (within 90 days of appointment)
- Module 5: If not already completed (within 90 days of appointment)
- Module 8: Recommended

> Academic Committee Chair

- Module 3: If not already completed (within 90 days of appointment)
- Module 7: If not already completed (within 9 months of appointment)

> Incoming board member

- Module 1: (within 90 days of appointment)
- Module 2: (within 9 months of appointment)

> Annual elective training

- 100% of board members will complete at least one
- Can provide evidence of an outside/external source

Coversheet

Governance Committee Minutes

Section: VI. Governance Committee
Item: A. Governance Committee Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Governance Committee Meeting on February 1, 2023

DRAFT



Community Regional Charter School

Minutes

Governance Committee Meeting

Date and Time

Wednesday February 1, 2023 at 1:00 PM

Location

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

Committee Members Present

D. Denis (remote), N. Reinholt, T. Arnold (remote)

Committee Members Absent

None

Guests Present

A. Savage, T. Works

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

T. Arnold called a meeting of the Governance Committee of Community Regional Charter School to order on Wednesday Feb 1, 2023 at 1:07 PM.

II. New Policies

A. Narcan Policy

Travis shared out the feedback from our CRCS Leadership Meeting regarding adding Narcan to our policy JLCD but it was all positive feedback.

As a Governance Committee, we discussed some of the different optional portions of the policy JLCD on whether or not to keep those or omit them. Tonya kept any changes and added parts in bold for Board to review at the February meeting.

Committee also reviewed policy JLCD-R which pertains to school field trips.

Governance Committee has made a recommendation for JLCD and JLCD-R to move forward to the Board for a first reading at the next board meeting.

III. Governance Committee

A. Board Self Assessment & Goals - Update

Travis and Danielle met and updated some pieces of the Board Handbook that is being created.

Discussed the Epicenter Board Trainings

B. Policy Audit - Update

Board adopted GCOC, BEDH, and ADC policies at the January board meeting. Ashlee will now upload these policies to Board OnTrack.

Board did first read of policies BEB and DN. BEB and DN will move forward for 2nd read and adoption at February board meeting.

Board did first read of policies BE, BBB, BDE, BEC-E, BEC, BEDA, BEDC, BEDG, BGF, CM, and DD for elimination. These policies will move forward for 2nd read and vote for elimination at the February board meeting.

IV. Existing Policies

A. Required policy BHC - Board Communication with Staff

Tonya shared her edits to policy BHC including legal changes put into place in 2021.

Governance Committee is recommending that this policy go to the board for first reading and adoption at the March board meeting.

B. Review relevance of BIC-E Certificate of Completion of FOA Training

Governance Committee is going to keep policy BIC-E and reference it in other policies.

V. Closing Items

A. Agenda Items for Next Month

GBGB - we have this policy coded under ACAF and was adopted by the board. Tonya is going to cross reference the coding make sure it is update to date and accurate

Tonya is going to look at any legal changes that need to be made to policies:

IHBAC - Child Find
JEA - Compulsory Student Attendance
JHB - Truancy
JK - Student Discipline
JKA - Corporal Punishment
JKAA - Use of Physical Restraint and Seclusion
JKAA-R - Use of Physical Restraint and Seclusion - Procedures
JKD - Suspension of Students
JKF - Disciplinary Removal of Students with Disabilities
JKF-R - Disciplinary Removal of Students with Disabilities - Procedures JLCB-
Immunization of Students
JLCC - Communicable/Infectious Diseases

Tonya is going to send Travis and Ashlee some draft options for these policies to take a look at and will look at as a Governance Committee in March. Discussion on these policies around whether they are board policies or just items to be added to our Employee Handbook.

GBCC - Employee Use of Cell Phones

GBIA - Staff Participation in Political Activities

B. Approve minutes from today's meeting

T. Arnold made a motion to accept the minutes from today's meeting.

D. Denis seconded the motion.

The committee **VOTED** 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 2:23 PM.

Respectfully Submitted,

T. Arnold