



Community Regional Charter School

Business Meeting of the Board

Date and Time

Monday January 8, 2024 at 5:30 PM EST

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		Ashlee Savage	1 m
B. Call the Meeting to Order		Nicki Reinholt	1 m
C. Approve Agenda	Vote	Nicki Reinholt	1 m
D. Approve 12/11/23 Business Meeting Minutes	Approve Minutes	Ashlee Savage	1 m
II. Public Comment			
III. Executive Director Reports			5:34 PM
A. Letters of Resignation (since last Board Meeting)	Vote	Travis Works	2 m

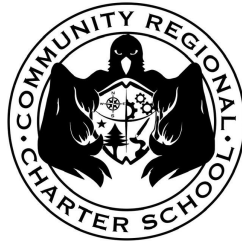
	Purpose	Presenter	Time
Hannah Kibbin, Dimensions Academy, Facilitator - Effective, Friday, January 5, 2024			
B. New Hires (since last Board Meeting)	Vote	Travis Works	2 m
Jeanna Holt, Custodian at Overman Academy - Effective Tuesday, January 2nd, 2024			
C. Enrollment	FYI	Travis Works	5 m
D. Vote to initiate the process to create John Shay Memorial Scholarship	Vote	Travis Works	5 m
Vote to initiate the process to create a John Shay Memorial Scholarship.			
John Shay was a graduate of the Class 2021 who passed away December 2023 after battling an aggressive cancer.			
IV. Academic Excellence Committee			5:48 PM
A. Academic Excellence Presentation	FYI	Elizabeth Firnkes and Susan Muzzy	10 m
Electives			
B. Approve and Enter into Public Record 12/4/23 Academic Excellence meeting minutes	Approve Minutes	Michael Buja	2 m
Meeting was initiated and cancelled due to inclement weather. Minutes were submitted.			
V. Finance & Facilities			6:00 PM
A. Approve November performance and stability report	Vote	Jill Alves	2 m
B. Approve and Enter 1/3/2024 Finance and Facility Minutes into Public Record	Approve Minutes	Stephanie Saltzman	2 m
C. Presentation on Facilities Projects and Needs FY24 and Beyond	Discuss	Kit Canning	15 m
VI. Governance Committee			6:19 PM

	Purpose	Presenter	Time
A. Vote to approve and Enter into Public Record 1/3/2024 Governance Meeting Minutes	Approve Minutes	Tonya Arnold	5 m
B. Vote to approve using a floating Professional Development Day on January 12th.	Vote	Travis Works	5 m
C. Vote to adopt revisions in a single reading with required legal changes: DJH Purchasing and Contracting:Procurement Staff Code of Conduct EGAD-R Reproduction of Copyrighted Material - Guidelines EGAD Reproduction of Copyrighted Material GBEC Drug Free Workplace	Vote	Tonya Arnold	5 m
D. First read for elimination for the following G section policies: GBED Smoking on Premise 9/12/2012 GBEF-R Personnel Cellular Telephone 9/12/12 GCCAD Professional and Support Staff Military Leave 9/12/12 GCE-R1 Staff Recruitment Procedures 9/12/12 GCE-R2 Staff Nomination Procedures 5/15/13 GCE-R3 Staff Appointment Procedures 5/1/13 GCN Supervision of Professional Staff 9/12/12 - See GCOA that already covers this topic GCO Evaluation of Professional Staff 9/12/12 - See GCOA that already covers this topic	Discuss	Tonya Arnold	8 m
VII. Other Business			6:42 PM
A. Vote to enter Executive Session pursuant: M.R.S.A. § 405(6)(E) Discuss the negotiation status between CRCS and MSAD54 Sports Billing	Vote	Nicki Reinholt	5 m
VIII. Closing Items			6:47 PM
A. Adjourn Meeting	Vote		

Coversheet

Approve 12/11/23 Business Meeting Minutes

Section: I. Opening Items
Item: D. Approve 12/11/23 Business Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Business Meeting of the Board on December 11, 2023



Community Regional Charter School

Minutes

Business Meeting of the Board

Date and Time

Monday December 11, 2023 at 6:30 PM

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), M. Buja (remote), N. Reinholt (remote), S. Saltzman (remote), T. Arnold (remote)

Directors Absent

T. Overall

Directors who arrived after the meeting opened

C. Hansen

Ex Officio Members Present

T. Works (remote)

Non Voting Members Present

T. Works (remote)

Guests Present

A. Savage (remote), Dan Ryder (remote), E. Firnkes (remote), J. Alves (remote), K. Canning (remote), Susan Muzzy (remote), T. Wyman (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

N. Reinholt called a meeting of the board of directors of Community Regional Charter School to order on Monday Dec 11, 2023 at 6:33 PM.

C. Approve Agenda

N. Reinholt made a motion to approve tonights agenda as written.

M. Buja seconded the motion.

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

C. Hansen arrived.

D. Approve November 13 Business Meeting Minutes

M. Buja made a motion to approve the minutes from Business Meeting of the Board on 11-13-23.

S. Saltzman seconded the motion.

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

II. Executive Director Reports

A. Letters of Resignation (since last Board Meeting)

None since the last board meeting

B. New Hires (since last Board Meeting)

Amber Richardson - Ed Tech I at Dimensions

Victoria Adams-Cheney - Facilitator at Dimensions

Christi Belanger - Special Education Facilitator at Dimensions

T. Arnold made a motion to approve the hiring of Victoria Adams-Cheney and Christi Belanger as facilitators at Dimensions.

N. Reinholt seconded the motion.

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

C. Enrollment

Our enrollment continues to grow. We are continuing to increase enrollment and new learners/families will start in January to keep our numbers strong.

D.

Other: Future Facilities Planning

Travis shared the following:

Highmark, specializes in designing, financing and building private and public charter schools.

In late November Travis and Jill had an initial meeting with Highmark

On December 4th, Travis and Jill had a meeting with Raymond and James (underwriter) recommended by Highmark.

Key Facts:

- * CRCS could qualify for a USDA direct loan for 3.8% for 40 years (no penalty for early payoff).
- * CRCS's loan payments for CCA and Overman would be the equivalent of a 5-6 million dollar loan at the USDA rates/terms.
- * Increasing enrollment to 700 (50 at each age level) would increase our current budget by over 3 million dollars annually. Currently CRCS needs space for 450 learners based on 32 learners at each age level. We currently only have space for less than 400 learners and our enrollment is at 380.
- * CRCS could reduce redundancy in personnel, transportation, administration, and overall operations.
- * CRCS would need to find a suitable site (public water and sewer) with a minimum of 25 acres and make sure that the new location would not result in a negative loss of current enrolled families.
- * CRCS either needs to heavily invest in the 3 current buildings or invest in a single new building in a new location.

Next Steps:

Highmark will be putting together some information along with R&J that will be shared with the Finance/Facilities Committee. In January at the Board Meeting a presentation will be done by Highmark and/or R&J.

Travis, Jill, and Kit will be compiling information for Highmark, R&J, and the Board prior to the Finance/Facility Committee Meeting and Board Meeting.

The Board will need to consider the options of continuing to maintain 3 separate campuses or consolidation of a single building. Our current long term facilities planning was based on maintaining 3 buildings, however, financing, design, and building may be obtainable given the resources and support of a developer such as Highmark.

Information about Highmark can be found on their website:

<https://www.highmarkschools.com>

At this point, it is Important that the CRCS team is compiling information and keeping the board informed. The Board should ask questions about the topic and understand the process, implications, and future impact.

III. Academic Excellence Committee

A. Academic Excellence Presentation

Susan and Elizabeth shared a preview presentation on CRCS' Fall NWEA data and at the next academic excellence meeting the committee will dive into this data.

IV. Finance & Facilities

A. Approve October performance and stability report

N. Reinholt made a motion to approve the October Performance and Stability Report.

S. Saltzman seconded the motion.

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

B. Enter November 27 Finance and Facility Minutes into Public Record

S. Saltzman made a motion to approve the minutes from Finance & Facilities Committee Meeting on 11-27-23.

N. Reinholt seconded the motion.

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

C. Vote to approve FY '23 Financial Audit

N. Reinholt made a motion to approve the FY '23 Financial Audit.

S. Saltzman seconded the motion.

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

V. Governance Committee

A. Vote to approve December 6 Governance Meeting Minutes

N. Reinholt made a motion to approve the minutes from Governance Committee Meeting on 12-06-23.

T. Arnold seconded the motion.

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

B. Second reading and Vote to adopt into public record policy BDB

T. Arnold made a motion to adopt the revisions made to policy BDB into public record.

N. Reinholt seconded the motion.

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

C.

Second reading and vote to accept elimination of policies EA, EB,EBCD, ED, EE, and EEAE

T. Arnold made a motion to accept the elimination of policies EA, EB, EBCD, ED, EE, and EEAE.

N. Reinholt seconded the motion.

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

VI. 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 8:30 PM.

Respectfully Submitted,
N. Reinholt

Coversheet

Approve and Enter into Public Record 12/4/23 Academic Excellence meeting minutes

Section: IV. Academic Excellence Committee
Item: B. Approve and Enter into Public Record 12/4/23 Academic Excellence meeting minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Academic Excellence Committee Meeting on December 4, 2023



Community Regional Charter School

Minutes

Academic Excellence Committee Meeting

Date and Time

Monday December 4, 2023 at 10:00 AM

Location

<https://networkmaine.zoom.us/my/crcsboard>

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

T. Overall (remote)

Committee Members Absent

M. Buja

Guests Present

A. Savage (remote), E. Firnkes (remote), S. Martin (remote), T. Works (remote)

I. Opening Items

A. Record Attendance

B.

Call the Meeting to Order

A. Savage called a meeting of the Academic Excellence Committee Committee of Community Regional Charter School to order on Monday Dec 4, 2023 at 10:02 AM.

II. Academic Excellence Committee

A. Set future meeting date

Will email to plan a date for an upcoming meeting.

B. NWEA data

* Needed to reschedule this discussion due to inclement weather

* Susan and Elizabeth will share out data at the board meeting on Monday, Dec 11th.

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 10:08 AM.

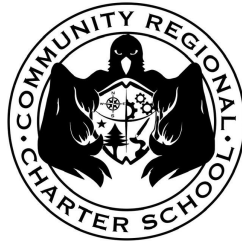
Respectfully Submitted,

T. Overall

Coversheet

Approve and Enter 1/3/2024 Finance and Facility Minutes into Public Record

Section: V. Finance & Facilities
Item: B. Approve and Enter 1/3/2024 Finance and Facility Minutes into Public Record
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Finance and Facilities Committee Meeting on January 3, 2024



Community Regional Charter School

Minutes

Finance and Facilities Committee Meeting

Date and Time

Wednesday January 3, 2024 at 6:00 PM

Location

<https://networkmaine.zoom.us/my/crcsboard>

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), J. Alves (remote), K. Canning (remote), N. Reinholt (remote), S. Saltzman (remote), T. Works (remote)

Committee Members Absent

None

Guests Present

A. Savage (remote)

I. Opening Items

A. Call the Meeting to Order

S. Saltzman called a meeting of the Finance & Facilities Committee of Community Regional Charter School to order on Wednesday Jan 3, 2024 at 6:07 PM.

B. Record Attendance

II. Finance

A. Review Montly Financials

Jill shared out the following:

- Performance and Stability Report as of the end of November. All aspects are right where they should be or better.
- Balance report and everything looks good.
- Budget vs actuals and everything is on track.

Had a discussion around the large grant that we were awarded and how we need to purchase and pay for everything ahead of time before the grants will pay the district back that total amount that was award for the grant. Jill and Travis have made a plan to be sure that we can pay for everything in advance and not have it impeded with weekly operating expenses.

B. Enrollment Update

Continuing to work on enrollment and give tours to get new families and learners into the system now instead of waiting until this Spring or next Fall.

Beginning to get into enrollment season. Leadership staff is discussing at our next meeting about doing a Canva contest (poster contest) for learners, staff, etc. to get information out for perspective families.

III. Facilities

A. Update on facilities across the district

Kit shared out a document sharing with each building what facilities items need to be done with a description, cost, timeline, and priority.

Discussion around moving to one building vs completing all of the needs for each building

Committee would like to add the Facilities Projects - FY24 and Beyond document to the January 8th board meeting to help aid in decision-making between consolidation vs expansions to our current buildings

B. Check-in on property insurance concerns plan and spreadsheet

Did a quick check-in and shared the spreadsheet which is up to date. Timeline for all projects is good for the insurance company. Kit is working on the list.

IV. Closing Items

A. Approve Minutes

Committee unanimously agreed upon the minutes.

B. Adjourn Meeting

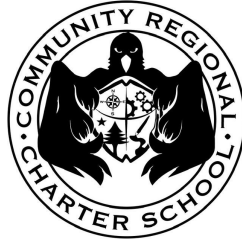
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:00 PM.

Respectfully Submitted,
S. Saltzman

Coversheet

Vote to approve and Enter into Public Record 1/3/2024 Governance Meeting Minutes

Section: VI. Governance Committee
Item: A. Vote to approve and Enter into Public Record 1/3/2024 Governance Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Governance Committee Meeting on January 3, 2024



Community Regional Charter School

Minutes

Governance Committee Meeting

Date and Time

Wednesday January 3, 2024 at 4:30 PM

Location

<https://networkmaine.zoom.us/my/crcsboard>

Committee Members Present

T. Arnold (remote)

Committee Members Absent

M. Buja

Guests Present

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

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 Jan 3, 2024 at 4:34 PM.

II. Governance Committee

A. Board Self Assessment & Goals - Update

Lana is going to generate a report at the end of each month and share with us to let us know who is missing what for trainings.

III. Existing Policies

A. Review timing of single reading vote to adopt necessary legal edits or review:

Policies DJH, EGAD-R, EGAD, GBEC will go to the board meeting on Monday, January 8th to be adopted in a single reading with necessary legal edits.

B. Determine dates to put forth to the full board the following Section G for policies for elimination:

Committee is going to put forward policies GBED, GBEF-R, GCCAD, GCE-R1, GCE-R2, and GCE-R3 for first read for elimination at the January 8th board meeting.

C. Review policy GBGAA for revision and a draft Exposure Control Plan

Tonya shared the draft policy GBGAA.

Travis and Ashlee will review the policy to make sure it works our district. At the February governance committee meeting, feedback will be brought.

The policy will be put forward at the February board meeting.

D. New policy that is now required by new law

Tonya shared new policy GCO - Family Care Leave.

Travis is going to work with Jill Alves to make sure the policy includes the same language and is in alignment with the staff handbook.

Committee will review policy GCO again at the March governance committee meeting before putting this policy forward for first read and adoption to be in compliance with the law at the March board meeting.

E. Review of additional Section G policies to consider for elimination

Reviewed policies GCG-R, GCG, GCK, GCN, GCO, GCQC, GDA, GDFA, and GE.

Committee is proposing that policy GCN and GCO move forward for first read for elimination at the January 8th board meeting.

Committee is proposing that policies GCG-R, GCG, GCK, GCQC, GDA, GDFA, and GE are put forward for first read for elimination at the March board meeting.

IV. Other Business

A. Tracking Document

Committee reviewed the Policies Tracking Document and Tonya will pull out the next set of policies to be reviewed and add to the March governance committee meeting agenda.

V. Closing Items

A. Agenda Items for Next Month

B. Approve minutes from today's meeting

Committee unanimously agrees upon the minutes.

C. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:31 PM.

Respectfully Submitted,
T. Arnold