



# Community Regional Charter School

## CRCS Board Meeting

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### Date and Time

Wednesday October 9, 2024 at 6:00 PM EDT

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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

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:00 PM</b>
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
<b>II. Approve Business Meeting Minutes</b>			<b>6:03 PM</b>
A. Approve Minutes from 9/9/2024 meeting	Approve Minutes	Nicki Reinholt	2 m
<b>III. Public Comment</b>			

Purpose Presenter Time

**IV. Board Chair Updates**

**6:05 PM**

**A. Board updates** FYI Nicki Reinholt 20 m

- Introductions of members and school representatives present
- Committee Roles: In Board on Track, click on Documents, and then click on Committee Documents
- Review CRCS By-Laws: [https://docs.google.com/document/d/1-6UWuBI0bkm0\\_3YhagnAPITyrowoDXmMxhFKclrVfj4/edit](https://docs.google.com/document/d/1-6UWuBI0bkm0_3YhagnAPITyrowoDXmMxhFKclrVfj4/edit)
- Review new Board goals:
  - Focus on recruiting new board members
  - Creating a plan for operating in 3 different building on 3 different properties
  - Provide support to the district to ensure that it meets performance measures as needed to obtain renewal of its charter contract in 2 years
- Committees to create 2-3 goals at their next committee meeting: In Board on Track, click on Goals, then click on specific committee to add goals
- Complete Board on Track Self Assessments: In Board on Track, click on Assessments, then Take Assessment
- Review CRCS Board Handbook: <https://docs.google.com/document/d/1ABeg3ztvA5N2LD4hfl9vWH2thnYx9Hhx/edit#heading=h.9cezggs2gady>
- Board members to complete the following required trainings by the November board meeting found in CRCS Board Handbook.
  - FERPA
  - Freedom of Access Training

**B. Charter Commission Meeting** FYI Nicki Reinholt 5 m  
 Updates from 10/9/2024 Commission Meeting

**V. Executive Director Reports**

**6:30 PM**

**A. Letters of Resignation (since last Board Meeting)** FYI Travis Works 4 m

**B. New Hires (since last Board Meeting)** FYI Travis Works 4 m

**C. Strategic Design Update** 10 m

**D. 10/1 Enrollment data** FYI Travis Works 10 m

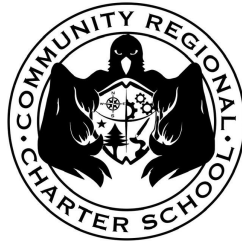
FRAM  
 Special Education and Section 504

	Purpose	Presenter	Time
<b>VI. Academic Excellence Committee</b>			<b>6:58 PM</b>
<b>A.</b> Approve Academic Excellence 10/9/24 Meeting Minutes	Approve Minutes	Michael Buja	5 m
<b>B.</b> Academic Presentation	FYI	Elizabeth Firnkes	10 m
<b>VII. Finance &amp; Facilities</b>			<b>7:13 PM</b>
<b>A.</b> Approve Finance and Facilities Committee Meeting Minutes from 9/230/24	Approve Minutes	Stephanie Saltzman	5 m
<b>VIII. Governance Committee</b>			<b>7:18 PM</b>
<b>A.</b> Approve the Governance Committee Meeting Minutes from 9/18/24	Approve Minutes	Nicki Reinholt	5 m
<b>B.</b> Review and approve Wellness Policy JL	Vote	Nicki Reinholt	10 m
		<a href="https://docs.google.com/document/d/1HCb0Y_MzXv-Lp_kzUdmGM6B2Yp1bvpvYcv1ViiyanXw/edit">https://docs.google.com/document/d/1HCb0Y_MzXv-Lp_kzUdmGM6B2Yp1bvpvYcv1ViiyanXw/edit</a>	
<b>IX. Other Business:</b>			
<b>X. Closing Items</b>			
<b>A.</b> Adjourn Meeting	Vote		

# Coversheet

## Approve Minutes from 9/9/2024 meeting

**Section:** II. Approve Business Meeting Minutes  
**Item:** A. Approve Minutes from 9/9/2024 meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for CRCS Board Meeting on September 9, 2024



# Community Regional Charter School

## Minutes

### CRCS Board Meeting

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#### **Date and Time**

Monday September 9, 2024 at 5:30 PM

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#### **Directors Present**

C. Hansen (remote), M. Buja (remote), N. Reinholt, S. Saltzman (remote), T. Overall (remote)

#### **Directors Absent**

*None*

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

S. Saltzman

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

T. Works

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

T. Works

#### **Guests Present**

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A. Savage (remote), B. Andre (remote), D. Ryder (remote), E. Firnkes (remote), J. Alves (remote), K. Canning (remote), S. Muzzy (remote), T. Wyman (remote)

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## **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 Sep 9, 2024 at 5:32 PM.

### **C. Approve Agenda**

T. Overall made a motion to approve the agenda for tonight's meeting.

M. Buja seconded the motion.

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

## **II. Approve Business Meeting Minutes**

### **A. Approve Minutes from 7/15/2024 meeting**

M. Buja made a motion to approve the minutes from July Board of Directors Meeting on 07-15-24.

T. Overall seconded the motion.

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

## **III. Board Chair Updates**

### **A. Strategic Design Workshop**

Next Friday, September 20th, CRCS is having the strategic design workshop. All board members that want to attend are encouraged too. The workshop will include staff, learners, and community members.

Please let Nicki know if you are planning on attending.

S. Saltzman arrived.

### **B. Highmark and Raymond James Update on First Park Project**

Highmark visited the school a couple weeks ago visiting the 3 buildings and getting to know us and our programming. They also visited the possible sites including First Park as well as the property around from Thomas College.

Nicki and Travis met with Raymond James to discuss our debt capacity as well as our learner demand and our "heat map" of where each of our learners come from.

Travis shared out some of our preliminary percentages of our population by town and by county. We are seeing in an increase from Franklin and Kennebec County and a decrease from Somerset County.

Travis and Kit met with the Executive Committee of First Park, and they are very eager to work with us.

#### **IV. Executive Director Reports**

##### **A. Letters of Resignation (since last Board Meeting)**

Teagan Freeman - Ed Tech at CCA  
William Toles - District OT  
Kevin Tansey - Facilitator at OA

##### **B. New Hires (since last Board Meeting)**

Hattie DeRaps - Facilitator at OA  
James Hodgkin - Facilitator at OA  
Elizabeth Loabe - CCA Facilitator  
Michele Miller - CCA Facilitator  
Mackenzie Harding - Ed Tech at CCA  
Cassidy Hamm - CCA Facilitator  
Amber Richardson - Food Service Support at DA  
N. Reinholt made a motion to approve all new hires at CRCS.  
S. Saltzman seconded the motion.  
The board **VOTED** to approve the motion.

##### **C. CRCS Admin Team Summer Meeting Minutes**

Admin Team met multiple times throughout the school year and wanted to share our minutes. Some of the work is still continuing into the Fall.

##### **D. Strategic Alignment Coach Update**

Encouraging staff to step forward if there is something in the strategic design document that they feel like they have a passion for and they want to become a leader and a resource for that.

#### **V. Finance & Facilities**

##### **A. Approve Finance and Facilities Committee Meeting Minutes from 7/29/24**

N. Reinholt made a motion to approve the minutes from Finance and Facilities Committee meeting on 07-29-24.  
M. Buja seconded the motion.

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

## **VI. Governance Committee**

### **A. Approve the Governance Committee Meeting Minutes from 8/7/24**

S. Saltzman made a motion to approve the minutes from Governance Committee Meeting - W/AGENDA on 08-07-24.

T. Overall seconded the motion.

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

## **VII. Other Business:**

### **A. CRCS Emergency Management Plan**

M. Buja made a motion to approve our CRCS Emergency Management Plan for the 24/25 school year.

T. Overall seconded the motion.

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

### **B. CRCS Short Term and Long Term Goals**

T. Overall made a motion to approve the CRCS Short Term and Long Term Goals with recommended edits.

M. Buja seconded the motion.

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

### **C. Board Meeting Monthly Schedule**

Board meetings are changing to the 2nd Wednesday of each month at 6pm starting on October 9th.

Finance and Facilities Committee meetings will also move to Wednesdays each month at 6pm starting on October 23rd.

## **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 6:34 PM.

Respectfully Submitted,

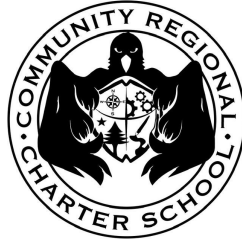
N. Reinholt



# Coversheet

## Approve Finance and Facilities Committee Meeting Minutes from 9/230/24

**Section:** VII. Finance & Facilities  
**Item:** A. Approve Finance and Facilities Committee Meeting Minutes from  
9/230/24  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for Finance and Facilities Committee Meeting on September 30, 2024



# Community Regional Charter School

## Minutes

### Finance and Facilities Committee Meeting

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#### **Date and Time**

Monday September 30, 2024 at 5:30 PM

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#### **Committee Members Present**

C. Hansen (remote), K. Canning (remote), S. Saltzman (remote)

#### **Committee Members Absent**

*None*

#### **Committee Members who arrived after the meeting opened**

C. Hansen

#### **Guests Present**

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

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

**A. Call the Meeting to Order**

**B. Record Attendance**

## II. Finance

### A. Review monthly financials

Jill Alves shared out the CRCS Financial Performance and Stability Performance Report.

### B. Consolidation Update

Travis shared out a consolidation update including:

- \* meeting with 2 brokers today (1 for the school and 1 for First Park)
- \* had a meeting with our attorney to discuss property taxes and those pieces for First Park
- \* working on getting all of the data to Raymond James
- \* First Park is working on starting the feasibility study and getting that information to CRCS
- \* meeting with an accountant in the near future to discuss options for payments to First Park in lieu of property taxes

## III. Facilities

### A. Update on facilities across the district

- \*\* Kit shared that we are keeping everything as low key as possible.
- \*\* Keeping purchases to things that portable and easily moved to be sure we are purchasing things that we can take with us when/if we consolidate.

Switch over from Cunningham Securities to Seacoast Securities across the district as been completed over the past week.

C. Hansen arrived.

## IV. Closing Items

### A. Approve Minutes

Committee agreed upon the minutes and will move them forward to the board meeting 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 6:06 PM.

Respectfully Submitted,  
S. Saltzman

## Coversheet

### Approve the Governance Committee Meeting Minutes from 9/18/24

**Section:** VIII. Governance Committee  
**Item:** A. Approve the Governance Committee Meeting Minutes from 9/18/24  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Governance Committee Meeting on September 18, 2024



# Community Regional Charter School

## Minutes

### Governance Committee Meeting

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#### **Date and Time**

Wednesday September 18, 2024 at 10:00 AM

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#### **Committee Members Present**

N. Reinholt (remote)

#### **Committee Members Absent**

*None*

#### **Guests Present**

A. Savage (remote)

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### **I. Opening Items**

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

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

N. Reinholt called a meeting of the Governance Committee Committee of Community Regional Charter School to order on Wednesday Sep 18, 2024 at 10:07 AM.

### **II. New Policies**

#### **A. Review any policies for the purpose of adopting of new legally required changes (if any)**

None at this time

### **III. Governance Committee**

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

Committee went into the Board Self-Assessment. Nicki added 3 district wide goals to the self assessment.

- Focus on recruiting new board members
- Creating a plan for operating in 3 different building on 3 different properties
- Provide support to the district to ensure that it meets performance measures as needed to obtain renewal of its charter contract in 2 years

Nicki will email the board members with link to the BOT Self Assessment.

At the next business meeting of the Board, Nicki will request that each committee create 2 or 3 goals for the committee at their next meetings.

Governance Committee goals -

- Maintain and update the list of CRCS Policies as required by state law
- Create an onboarding process for new members

Nicki will share the Board Manual with staff members for the next business meeting of the Board in October.

Nicki will also ask Board members to complete the following required trainings by the November board meeting.

- FERPA
- Freedom of Access Training

### **IV. Existing Policies**

#### **A. Wellness Policy**

Committee did a review of the policy.

CRCS admin team will review the policy and create a wellness committee for staff at the next admin meeting.

Nicki will reach out to the board members at the next board meeting to gauge interest about a board member to be part of that committee.

Committee will move the Wellness Policy forward for first read and adoption at the October Board Meeting.

## **V. Closing Items**

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

- \* Review tracking document after Jill has completed the Drummond and Woodsum Training
- \* Review all of the committee goals
- \* Review Epicenter required trainings for board members

Next meeting on November 20th at 10am

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

We agree on the committee meeting 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 11:16 AM.

Respectfully Submitted,  
N. Reinholt