



Community Regional Charter School

CRCS Board Meeting

Date and Time

Wednesday October 8, 2025 at 6:00 PM EDT

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			6:00 PM
A. Record Attendance		Ashlee Savage	1 m
B. Call the Meeting to Order		Theresa Overall	1 m
C. Approve Agenda	Vote	Theresa Overall	1 m
II. Approve Business Meeting Minutes			6:03 PM
A. Approve Minutes from 9/10/2025 meeting	Approve Minutes	Theresa Overall	2 m
III. Public Comment			

	Purpose	Presenter	Time
IV. CRCS Program Highlights			6:05 PM
A. Curriculum Night at each building	Discuss	Elizabeth Firnkes & Susan Muzzy	10 m
B. Community Building Events Harvest Meal at Dimensions - October 23rd	Discuss	Susan Muzzy	2 m
V. Board Chair Updates			6:17 PM
A. Welcome Jess Dionne	FYI	Theresa Overall	5 m
B. Board Retreat Update	FYI	Theresa Overall	5 m
C. PD opportunities provided by the Charter Commission	Discuss	Theresa Overall	5 m

Board Members (and School Leaders)

- October 28 (10-11:30am) – Finding, Recruiting, Retaining and Training Board Members to Meet Your 3-5 Year Goals
- February 10 (10am-12pm) – Strategic Planning: Mid-Year Update
- March 10 (10am-12pm) – Charter Public Schools Communications and Advocacy & the Role of the Board
- March 17 (9:30-11am) – School Leader Evaluation
- May 19 (9:30-11am) – Planning for the Summer/Making the Most of the Summer Months

School Leaders

- November 13 (9:30am-12pm) – Why Communications & Advocacy Matters
- January 26th (9-10:30am) – How to Host a Successful Policy Maker Visit & Engage Your Board
- April 28 (9-11am) – MAP Growth: Reports for Teachers (analyze growth data for the year and plan for the start of the next school year)

	Purpose	Presenter	Time	
Some of these will be held virtually, while others will be held in-person with a virtual option. NOTE – We'll provide food for in-person meetings .				
These sessions are not required, but attendance is strongly encouraged. I will be sending calendar invites over the next few days, so be on the lookout for those to hit your inbox and share them with folks inside your organization that you think should attend. Please let me know if you have any questions or need any additional information.				
D.	Update from the “Board 101” PD Session	FYI	Theresa Overall and Travis Works	10 m
E.	Reminders	FYI	Theresa Overall	5 m
A. Let Travis know if you're attending a school event (even if you RSVPed as a parent to the school, please RSVP as a board member also - let Travis know).				
B. If you have any good connections for potential board members? Please talk to Travis.				
F.	Maine School Law and Practice for Board Members: A Practical Guide	Discuss	Theresa Overall	2 m
Which board members don't have a copy of this text?				
G.	Expanded committee reports	FYI	Theresa Overall	5 m
Take a few minutes to go over highlights from the minutes, ask for questions, tell what's coming up at the next meeting, and invite any other board members who want to join				
H.	Committee Goals	Discuss	Theresa Overall	5 m
Committees need to reflect on previously set goals and create new goals for the upcoming school year.				
I.	Executive Director evaluation process timeline	FYI	Theresa Overall	5 m
VI.	Executive Director and Staff Reports			7:04 PM
A.	Letters of Resignation/Non-Renewal (since last Board Meeting)	FYI	Travis Works	2 m

	Purpose	Presenter	Time
Tom Tubman - Facilitator at Overman			
B. New Hires (since last Board Meeting)	FYI	Travis Works	5 m
Nichole Emery - support staff at Dimensions			
C. Professional Development (Upcoming)	FYI	Travis Works	5 m
ACTEM - October 9th and 10th			
Friday Early Release PD: Customized for Staff			
D. Consolidation Update	FYI	Travis Works	5 m
E. Other Updates	FYI	Travis Works	5 m
VII. Board Policies for Review and/or Adopting			
VIII. Academic Excellence Committee			7:26 PM
A. Approve the minutes from the 9/16/2025 Academic Excellence Committee Meeting	Approve Minutes	Michael Buja	2 m
IX. Finance & Facilities			7:28 PM
A. Approve the minutes from the 9/17/2025 Finance and Facilities Committee Meeting	Approve Minutes	Stephanie Saltzman	1 m
X. Governance Committee			7:29 PM
A. Next Meeting October 23, 2025 at 7:30pm	FYI	Theresa Overall	2 m
XI. Items to Be Voted Upon:			7:31 PM
A. Vote on the Amendment to Incur Debt	Vote	Travis Works	5 m
XII. Other Business:			
XIII. Closing Items			

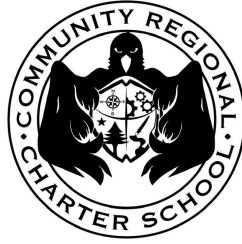
	Purpose	Presenter	Time
A. Adjourn Meeting	Vote		

Coversheet

Approve Minutes from 9/10/2025 meeting

Section:	II. Approve Business Meeting Minutes
Item:	A. Approve Minutes from 9/10/2025 meeting
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for CRCS Board Meeting on September 10, 2025

DRAFT



Community Regional Charter School

Minutes

CRCS Board Meeting

Date and Time

Wednesday September 10, 2025 at 6:00 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), S. Saltzman (remote), T. Overall (remote)

Directors Absent

J. Dionne, M. Buja

Ex Officio Members Present

T. Works (remote)

Non Voting Members Present

T. Works (remote)

Guests Present

A. Savage (remote), D. Ryder (remote), E. Firnkens (remote), K. Canning (remote), M. Munroe (remote), S. Muzzy (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

T. Overall called a meeting of the board of directors of Community Regional Charter School to order on Wednesday Sep 10, 2025 at 6:06 PM.

C. Approve Agenda

S. Saltzman made a motion to approve the agenda for tonights meeting.

T. Overall seconded the motion.

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

II. Approve Business Meeting Minutes

A. Approve Minutes from 8/20/2025 meeting

S. Saltzman made a motion to approve the minutes from CRCS Board Meeting on 08-20-25.

T. Overall seconded the motion.

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

III. CRCS Program Highlights

A. Beginning of the Year

- * Susan and Elizabeth shared out that the district is almost fully staffed.

- * Having a very successful beginning of the year.

- * Staff is doing great!

- * On Friday it starts the beginning of a series of trainings with Linda Laughlin that all staff are attending.

- * Learners are eager to engage with content and learn

- * First Outing Club adventure today with Overman

- * District wide trainings have started off great and are eager to work together across buildings which is a great start to transitioning to one building.

B. Community Building Events

Susan shared out about the upcoming community events including dot day, Harvest Dinner, and parent engagement nights.

IV. Board Chair Updates

A.

Welcome Jess Dionne

Move to the next meeting since Jess was unable to make the meeting tonight.

B. Board Retreat

Theresa talked about the purpose of a board retreat for this year.

Board had a discussion around what works best for each members for scheduling.
Theresa will reach out to Mike and Jess to get their input and then Travis will put out a Doodle Poll to get a date scheduled.

C. PD opportunities provided by the Charter Commission

Theresa shared out the PD opportunities and shared that each member just needs to attend one PD options as a requirement.

October 15th send in to the Charter Commission a first report out so encouraging everyone to try and get one done prior to that date.

D. Board Recruitment

Would love to have another member or two on the board.

Could have possible candidates fill out a short application to get some background information.

Had a discussion around what backgrounds would be helpful to look for for the board.

V. Executive Director and Staff Reports

A. Letters of Resignation/Non-Renewal (since last Board Meeting)

None since the last board meeting

B. New Hires (since last Board Meeting)

Josie Damren - Ed Tech at CCA
Linda Cole - Ed Tech at CCA
Kayla Oliver - Ed Tech at CCA
Alida Bickford - Kitchen manager at DA / Custodian at CCA
Amber Horn - Facilitator at OA

Alex Leadbetter - Transfer from Overman to Dimensions as the Dean of Learners

C. Professional Development (Upcoming)

* Dimensions of Learning training to Linda Laughlin

* ACTEM in October in Augusta - district is closed for 2 days so all staff can attend and multiple staff are presenting

* Each Friday we are continuing to offer customized PD for all staff

D. Consolidation Update

* Travis gave a presentation to the Charter Commission on Tuesday September 9th to address some concerns that they have about relocating

- Need to get letters of support to the Charter Commission by October 1st

* Travis has submitted a letter to the Waterville City Counsel who will send it over to the Planning Board and then back to the City Council requesting to change the zoning requirements for the property we are looking at in Waterville

* Charter Commission will vote on our amendment to change locations and incur debt in October

E. Other Updates

VI. Academic Excellence Committee

A. Next Meeting

Next meeting will be September 16, 2025 at 11am

VII. Finance & Facilities

A. Next Meeting

Next meeting will September 17, 2025 at 6pm

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 6:55 PM.

Respectfully Submitted,
S. Saltzman

Coversheet

Approve the minutes from the 9/16/2025 Academic Excellence Committee Meeting

Section: VIII. Academic Excellence Committee
Item: A. Approve the minutes from the 9/16/2025 Academic Excellence Committee Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Academic Excellence Committee Meeting on September 16, 2025

DRAFT



Community Regional Charter School

Minutes

Academic Excellence Committee Meeting

Date and Time

Tuesday September 16, 2025 at 11:00 AM

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

M. Buja (remote), T. Overall (remote)

Committee Members Absent

None

Guests Present

A. Savage (remote), E. Firnkes (remote), S. Muzzy (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

M. Buja called a meeting of the Academic Excellence Committee of Community Regional Charter School to order on Tuesday Sep 16, 2025 at 11:08 AM.

II. Academic Excellence Committee

A. Set future meeting date

November 12, 2025 at 9:30am

B. Recap of 2024/2025 data - Year in Review

Susan shared out the CRCS Side-by-Side Framework Outcomes.

Performance framework goals broken down by Fall, Winter, and Spring of 2025

What are the next steps that are being taken now based on last year's data?

- * Focus on rigor and closing the gaps in achievement
- * Looking at our longevity data

Had a discussion around comparing our achievement data to the data of our local districts that we pull from - how do we compare?

C. Reading Stamina

Had a discussion around reading stamina.

- * Dimensions has been using Accelerated Reader to building reading stamina - Overman is making a plan to try and incorporate it into their programming also
- * Large lending library at Dimensions for families
- * Button Quest - take home book bags and making buttons to incentivize reading (certain authors, how many books, amount of time, etc)
- * Made a full building switch to Science of Reading

D. Math and reading NWEA progress from last year.

Shared out the Side-by-Side Framework Outcomes which covered this progress.

E. Check in on Facilitator Retention Data

Susan shared out a graphic showing over the past 6 years of staff retention at CCA and DA. Overman is working on theirs.

Will take another closer look at this data and graphic in the next meeting.

III. Other Business

A. Future Topics

- * Check in on Facilitator Retention Data
- * Fall NWEA data and Maine Through Year data

B.

Future Presentations

Susan shared that she would love to have facilitators share out.

Susan is nominating Jeff Wheeler, Casie Guillow, and Selina Warren to share out over the next 3 months.

Checking in with Jeff to see if he will share at the October Board Meeting regarding Accelerated Reader.

IV. 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 11:50 AM.

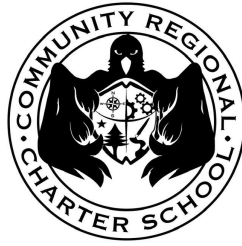
Respectfully Submitted,
M. Buja

Coversheet

Approve the minutes from the 9/17/2025 Finance and Facilities Committee Meeting

Section: IX. Finance & Facilities
Item: A. Approve the minutes from the 9/17/2025 Finance and Facilities
Committee Meeting
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Finance and Facilities Committee Meeting on September 17, 2025

DRAFT



Community Regional Charter School

Minutes

Finance and Facilities Committee Meeting

Date and Time

Wednesday September 17, 2025 at 6:00 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.

Committee Members Present

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

Committee Members Absent

None

Guests Present

A. Savage (remote), J. Alves (remote), K. Canning (remote), T. Overall (remote), T. Works (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 Sep 17, 2025 at 6:05 PM.

B.

Record Attendance

II. Finance

A. Review monthly financials

Jill reviewed the July and August financials - this included the following

- Financial Performance and Stability Report
- Debt to Asset Ratio
- Budget vs. Actuals
- Balance Sheet - comparing August 31st 2024 vs August 31st 2025
- Statement of Cash Flows

B. Review Audit RFP responses

Jill shared out the Audit RFP responses and committee had a discussion around those responses.

C. Consolidation Update

Travis shared out a consolidation update.

- There was a city council meeting held on Tuesday, September 17th that did not go well and turned legal.
- Continuing to explore property options if Waterville doesn't work out

III. Facilities

A. Update on facilities across the district

No major changes to any of the buildings.

Opening has gone well. Custodians did a nice job with getting all buildings cleaned and looking good for the Fall.

IV. Closing Items

A. Approve Minutes

Committee unanimously on the meeting 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 7:02 PM.

Respectfully Submitted,
S. Saltzman