APPROVED

Community Regional Charter School

Minutes

CRCS Board Meeting

Date and Time
Wednesday November 12, 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), J. Dionne (remote), M. Buja (remote), S. Saltzman (remote), T. Overall (remote)

Directors Absent
None

Ex Officio Members Present
T. Works (remote)

Guests Present
A. Savage (remote), Casie Guillow (remote), D. Ryder (remote), Dan Stockford (remote), E. Firnkes (remote), J. Alves (remote), K. Canning (remote), M. Munroe (remote), S. Muzzy (remote), Selina Warren (remote), Victoria Adams-Cheney (remote), Victoria Alexander (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 Nov 12, 2025 at 6:02 PM.

C. Approve Agenda

C. Hansen made a motion to approve the agenda for tonight's meeting.
T. Overall seconded the motion.
The board **VOTED** to approve the motion.

D. Maine Freedom of Access Act/Open Meeting Law information session

Dan Stockford did a training on Maine's Freedom of Access Act and Open Meeting Law for all board members.

II. Approve Business Meeting Minutes

A. Approve Minutes from 10/8/2025 meeting

S. Saltzman made a motion to approve the minutes from CRCS Board Meeting on 10-08-25.
J. Dionne seconded the motion.
The board **VOTED** to approve the motion.

III. CRCS Program Highlights

A. Community Building Events

Harvest Meal was outstanding. 30lbs of produce was given away to families that came from the DA garden, and was also able to feed 150 people with that produce.

Holiday projects -
Giving Room - families are able to donate new or gentle used items that will be put out for families to come shop for their learners and everything is free. Also providing childcare for families and the learners will be able to make and wrap crafts for their family also.
Gift of Giving - last year helped over 30 families - a survey was put out to families to ask if they needed any extra support and then will put out an anonymous survey to share what the needs are for families and staff who want to donate

Sharing the Planetarium with the Augusta School District - someone from the school district came to Dimensions to learn how to use it and Dan will go next week to Augusta to teach more staff on how to use it and we are able to share some of our resources with others.

B. Professional Development share out

Many facilitators shared out some recent professional development that they have attended.

Victoria Adams-Cheney shared out that she went to a Regulated Classroom training in Orono. It was a train the trainer event. She is now able to train other staff at CRCS and the plan is to have her train all staff at the beginning of the year when we get back from Christmas break.

Victoria Alexander shared out that she went to Dear Teacher in Bangor. The mission was around reading education in rural Maine. She was able to go to a session around using picture books as well as another session on writing. The last session was around being outdoors emersion.

Casie Guillow shared about attending the Outdoor Leadership Conference in Rome and was all about outdoor learning and bringing the outdoor environment into schools and classrooms. Some sessions included Leave no trace, practice grant writing, networking, wildness first aid, etc.

Selina Warren shared that she recently attended Maine Association and Education of Young Children conference in Southern Maine. She went as a vendor but also got to do some networking. She is also an active member of the MAEYC group. Maine Early Childhood Outdoors and serve on their board and did some PD with the board around their strategic design and networking. She is also very excited to go to the Learning and the Brain conference in Boston this upcoming weekend (Nov 14-16).

Over 15 facilitators going to the Learning and the Brain conference this weekend.

IV. Board Chair Updates

A. PD opportunities provided by the Charter Commission

Theresa shared out again about the upcoming professional development opportunities provided by the Charter Commission that board members can attend.

B. Update from the “Finding, Recruiting, Retaining and Training Board Members to Meet Your 3-5 Year Goals" PD Session

Theresa shared that it was a great training and got some affirmations that we have started to do some great work towards recruiting and retaining board members as well as training them to meet our goals.

Emphasized that board members should be looking for recruits that have a background in the needs that the board is looking for as well as specific characteristics and personality traits are important as well.

C. Board Retreat Update

Theresa gave all board members a few minutes to fill out the Doodle Poll to secure a date for the retreat.

Goal is to have the retreat on Sunday, Jan 11, 2026 with backup dates for January 17th or 18th.

D. Executive Director evaluation goals and process timeline

Travis is going to send out an email with his goals that he has created and is asking the board to identify the top 3 goals that will be part of the evaluation process.

E. Board member job description

Governance Committee is going to start working on the job descriptions for the board member positions.

F. Reminders

V. Executive Director and Staff Reports

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

No letters of resignation or non-renewals.

B. New Hires (since last Board Meeting)

Carole Gillespie - facilitator at Overman

C. Professional Development (Upcoming)

Learning and the Brain happening on Friday, Nov 14th - 16th in Boston. There are 14-15 staff members attending.

D. Consolidation Update

Consolidation is on hold for the moment while we focus on renewal which will happen next Fall (2026).

E. Other Updates

VI. Academic Excellence Committee

A.

Meeting on 11/12/2025

Mike Buja gave an overview of the meeting that was held this morning (11/12/25). The committee reviewed absenteeism and progress on NWEAs and both are making gains and on track for improvement.

VII. Finance & Facilities

A. Overview of the 10/15/25 meeting

Stephanie shared that at the last meeting the committee tasked Kit with creating a document and gathering some updated quotes on some of the "emergency" updates that need to take place to keep the buildings running for the next year or two.

B. Approve the minutes from the 10/15/2025 Finance and Facilities Committee Meeting

T. Overall made a motion to approve the minutes from Finance and Facilities Committee Meeting on 10-15-25.
M. Buja seconded the motion.
The board **VOTED** to approve the motion.

VIII. Governance Committee

A. Overview of the meeting on 10/22/25

Theresa shared that the governance committee took a look at the policy tracking document and going to start get back to updating those policies that are in need of review.
Committee also had a conversation around starting to look at job descriptions and hoping to start looking at those job descriptions for board members as well at the next meeting.

B. Approve the minutes from the 10/22/25 Governance Committee Meeting

S. Saltzman made a motion to approve the minutes from Governance Committee Meeting on 10-22-25.
C. Hansen seconded the motion.
The board **VOTED** to approve the motion.

IX. Items to Be Voted Upon:

A. Vote to approve the CRCS Emergency Management Plan

S. Saltzman made a motion to approve the CRCS Emergency Management Plan.
J. Dionne seconded the motion.
The board **VOTED** to approve the motion.

X. Other Business:

A. Draft Audit

Jill shared a brief overview of the draft audit. A deeper conversation around it will happen at the Finance and Facilities Committee meeting on Wednesday, Nov 19th.

A member from RHR will present the draft audit to the board and then a vote to approve it after discussion will take place at the December meeting.

XI. 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 7:44 PM.

Respectfully Submitted,
T. Overall