APPROVED

Community Regional Charter School

Minutes

Special Board Meeting

Retreat Workshop

Date and Time
Sunday January 18, 2026 at 9:00 AM

Location
Chase Forum, 150 Main Street, Waterville, ME 04901
(Corner of Appleton and Main Street)

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, J. Dionne, M. Buja, S. Saltzman, T. Overall

Directors Absent
None

Directors who arrived after the meeting opened
C. Hansen

Ex Officio Members Present
T. Works

Guests Present
A. Savage

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 Sunday Jan 18, 2026 at 9:24 AM.

C. Approve Agenda

S. Saltzman made a motion to approve the agenda as modified from its first release.
M. Buja seconded the motion.
The board **VOTED** to approve the motion.
C. Hansen arrived.

D. Approve Minutes from the 12/10/25 Board Meeting

S. Saltzman made a motion to approve the minutes from CRCS Board Meeting on 12-10-25.
M. Buja seconded the motion.
The board **VOTED** to approve the motion.

E. Approve minutes from the 12/29/25 Special Board Meeting

S. Saltzman made a motion to approve the minutes from Special Board Meeting on 12-29-25.
M. Buja seconded the motion.
The board **VOTED** to approve the motion.

II. Board Retreat Workshop

A. Welcome and Overview

Theresa welcomed the everyone.

B. Annual Conflict of Interest Agreement

Theresa shared out the overview for Policy BCB: Conflict of Interest

Ashlee will share out a DocuSign to all board members stating that they have read and understand the policy and state whether or not they have any conflict of interest.

C.

Executive Director Evaluation

Theresa and Travis will meet as executive committee to review the evaluation results and then Travis will create his goals based on those results that will then be shared with the board.

D. Board Assessment

Gave board members a few minutes to finish up the assessment.

Board took some time to review the results and had conversations around those.

E. Committee Deep Dives

Each committee shared out the SMART goals for the remainder of the school year.

Finance:
* Review and update Fiscal Policies and Procedures document by 7/1/2026
* Long range facility planning

Academic Excellence:
* Monitor and review enrollment data including, but not limited to, persistence (re-enrollment), demographic, and enrollment trends.
* Monitor and review Chronic Absenteeism Data and recommend strategies to improve attendance.

Governance Committee:
* Reviewing policies that are due by the end of June 2025 to be up-to-date as well as maintain a schedule for reviewing policies to stay current.
* Complete the Executive Director Evaluation using timeline dates set as tasks to complete this task.

F. Board Goals

Continue with the goal of adding to board recruitment and adding new board members -
    * want to make an impact on children and the youth
    * refine down what we are looking for to advertise specifically

Table the goal of "How to move forward as a district with three aging buildings on three separate campuses" until we gain renewal.

Continue with the goal of "Providing governance and support to ensure that CRCS continuously make progress toward renewal in 2026."

G. Strategic Design, Direction, and Alignment

This agenda item will moved to the February Board Meeting.

H. Handbook Overview

Board members completed a Handbook Scavenger Hunt to familiarize themselves.

I. Lunch Break

J. Reflection: As a CRCS Board Member, "How Do I Contribute?"

This item will be added to an upcoming a board meeting.

K. New Board Member Recruitment

Looking for people who:
* want to make an impact on children and the youth
* refine down what we are looking for to advertise specifically

Building administration will also look local businesses or leaders that might be a good fit for the district.

L. Break

M. Academic Data Presentation (Relation to Renewal)

Susan and Elizabeth shared out CRCS' longitudinal academic data.

They shared out our Side-by-Side Framework which include learners over time by grade level (but no cohort data) as well as longitudinal data for learners have been with the district for 3+ years.

Trends are showing that learners that are with us for multiple years are hitting proficiency.

Building administrators have created CRCS cohort data talking points as well as future action steps with SMART goals.

Looking at the data through the lens of all stakeholders (learners, families, staff, board, Charter Commission, etc.)

N. Renewal Process, Expectations, and Preparation

Travis shared out the renewal process and timeline as well as what things that the board can do to support the process.

O. Reflection Question

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 2:14 PM.

Respectfully Submitted,
T. Overall