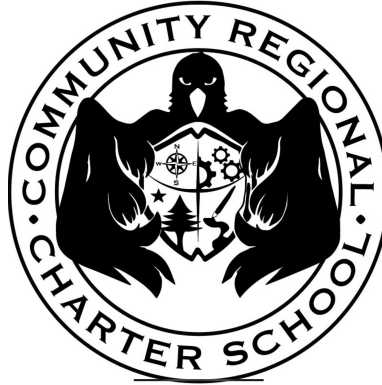


Community Regional Charter School

Board of Directors Handbook FY26



www.crcsme.org

Mission Statement Tagline:

"Community-Centered and Uncompromisingly Learner Focused"

Mission Statement:

"We are Community-Centered and Uncompromisingly Learner Focused. CRCS creates a safe, respectful, and nurturing learning environment where everyone is accepted and celebrated. The Community Regional Charter School provides a customized learning environment designed to allow every child to thrive socially, emotionally and academically through the integration of STEAM projects and community connections aimed at unlocking a passion for life-long learning."

NOTE: This is a living document. Items with an * should be updated annually. The Governance Committee will review the entire handbook on a regular basis and update other portions on an as-needed basis.

Last Update: 2025-10-28

Welcome and thank you for serving

Welcome to the Community Regional Charter School (CRCS) Board of Directors. Your interest and commitment to provide CRCS with governance, oversight, and accountability, while upholding the goals identified in the Mission “Community-Centered, Uncompromisingly Learner Focused” is vital and greatly appreciated. The information contained within this CRCS Board Handbook is a resource designed to orient you to CRCS and to provide you with all of the pertinent information you will need to support the district as a valued member of the School Board. Thank you for your dedication and your service.

Responsibilities as a Board Member

- [Board Member Job Description](#)
- [Board Member Expectations Agreement](#)
- [Job description for the full board](#) (see Section IV)
- CRCS follows [Open Meeting Laws](#)

Board Meetings:

Board Meetings are monthly with one or two committee meetings in between. Each board member should plan on the following amounts of time:

- Approximately 3 hours of meeting time each month (2 hour board meeting and 1 hour committee meeting).
- Preparation for meetings by logging into BoardOnTrack and reviewing all materials for upcoming meetings (downloading Board Packet, reading agendas, asking the Executive Director about the agenda, packets, etc)
- Board Packets MUST be downloaded, which is tracked and monitored by the BoardOnTrack Platform.
- Board members are encouraged to ask clarifying or probing questions, especially during committee meetings but also before, during, or after a board meeting. Questions should be directed to the paid staff such as the Executive Director so they can be directed to the right person and followed up.
- [Who might be at a board meeting?](#) (This links to the directory in BoardOnTrack. You can see photos of everyone and/or download a .csv file that lists everyone (a printed version makes a great reference during meetings).
- Meetings are run by the Board Chair following Robert’s Rules of Order.

Frequently Asked Questions about time, obligations, and events:

- Attending Events

- Attend at least 1 school-sponsored event annually (must let Executive Director know in advance)
- Annual Obligations
 - Each board member should check their [bio](#) at least annually and update as necessary. Send updates to Ashlee Savage and she will upload to BoardOnTrack
 - Board Member Conflict of Interest Disclosure
 - [Policy](#)
 - [Annual Conflict of Interest Agreement](#) (complete annually in January)
 - Required Trainings
 - Maine Charter School Commission Required Trainings (NOTE: This changed in 2025-26...details to be posted)
 - [Epicenter](#)—the tool used for trainings in 2024-25
 - [Freedom of Access Act Required Annual Training](#)
 - [Signed Form that Required Freedom of Access Act Training is completed](#)
 - [Student Data Privacy Tool Kit](#)
 - [FERPA Training Video](#)

CRCS Basics

- [CRCS website](#)
- [District Breakdown](#) (Campus Name, Address, Grades, Leaders)
- [District Administration Leaders](#)
- [Organizational Chart](#)
- [School and Key Staff Directory](#)
- References
 - [FY26 Family/Learner Handbook*](#)
 - [FY26 Staff Handbook*](#)

Maine Public Charter Schools Basics

There are 4 fundamental differences between Maine Public Charter Schools in comparison to Traditional Public Schools organized and overseen by local municipalities.

1. Maine Charter School public funding is limited to 97% of EPS ([Essential Programs and Services](#)) Funding Model for all public schools in Maine. Essential Programs and Services are defined as the programs and resources that are essential for students to have an equitable opportunity to achieve Maine's Learning Results. The EPS formula determines both the state and local share of funding needed for each School Administrative Unit (SAU) to have Essential

Programs and Services. The funding formula is designed to respond to student needs and is based on years of research and information gleaned from high-performing, cost-effective school units. Each February every public school in Maine receives a document known as the ED279, which is a breakdown of the EPS formula. Maine Charter Schools receive the money allotted both from the State and Local portion to the sending municipalities. In addition, Maine Public Charter Schools are restricted from seeking additional funding from local towns through referendums. Just like any other public school there is no charge for attending and Maine Public Charter Schools are not allowed to “choose” or “screen” learners.

2. Maine Public Charter Schools boards are not publicly elected, which means no hidden agendas and board members have 100% alignment with the school’s mission/vision and strategic design. Since board members are not representing the general public, they are not swayed or pressured by local politics.

3. Learners are not limited to educational opportunities based on their town of residence. CRCS has learners that live in 5-7 counties and over the last 12 years the school has had over 60 towns represented.

4. Maine Public Charter Schools have oversight by both the MDOE like other public schools and we have to follow the same rules and regulations. However, they also have another layer of accountability, The Maine Charter School Commission.

CRCS and the Maine Charter School Commission

The Maine Charter School Commission was created by Public Law 2011, Chapter 414, to authorize and oversee public charter schools in Maine. Maine can have a total of ten (10) authorized schools operating at any given time.

Maine’s charter school law provides guidance for the Commission in the following areas:

1. Content of applications that must be filled by charter school founders;
2. Execution of charter school contracts with the charter school’s governing boards;
3. Oversight of charter schools it has authorized, including academic and operational accountability;
4. Analysis of data provided to the Commission by the charter school; and
5. Monitoring to ensure legal compliance with all applicable state and federal laws, rules and regulations.

The Commission consists of seven (7) members. Three (3) members must be members of the State Board of Education, appointed by the State Board for 3-year terms, and the other four (4) members are appointed by the Governor, subject to review by the Joint Standing Committee of

the Legislature having jurisdiction over education matters and to confirmation by the Senate, for 4-year terms.

- [Charter School Commission Web Page for CRCS](#)
- [Revised Performance Framework Approved by Commission on 2.13.24](#) (PDF) (A list of specific criteria for all state charter schools in each of six expectation areas: student achievement, school climate and family engagement, organizational sustainability, financial management and viability, school mission and student persistence, and school customization. The framework includes targets (goals) in each area as well as the rating system.)
- [Current Charter Contract 2022-2027](#) (PDF)

We are reviewed by the Charter Commission annually using the performance framework and have to reapply for our charter on a predetermined timeline.

- [FY13 Our original application](#) (5 years) [713 pages including a very comprehensive education plan]
- [Our reapplication for 2017-2032](#) (15 years) [30 pages]

Whenever we wanted to make a change in grade levels being served or adding a facility or changing the name, etc., an amendment had to be filed and approved by the Charter Commission.

- [School Facility](#), DOC (*Kindergarten Location*, 3-10-20 #4e)
- [School Facility](#), DOC (*Names of School Buildings*, 3-10-20 #4c)
- [School Schedule](#), DOC (*Anytime/Anywhere Learning*, 3-10-20 #4d)
- [School Schedule](#), PDF (*Anytime/Anywhere Learning*, 12-4-18 #8b)
- [Enrollment and Grade Span](#), PDF (*Enrollment Location Adjustment*, 8-7-18 #9a)
- [Enrollment and Grade Span](#), PDF (*Add High School*, 12-6-16 #6c)
- [Enrollment and Grade Span](#), PDF (*Add Pre-K*, 12-6-16 #6b)

Board Structure

- Current Board Members*
 - Charlie Marie Hansen
 - Jessica Dionne
 - Michael Buja

- Stephanie Saltzman
- Theresa Overall
- [Board Member Bios](#) (crcsme.org emails are in the bios)
- Board Officers* (descriptions of the duties of each officer are outlined in [Section VI of the Bylaws](#))
 - Board Chair: Theresa Overall
 - Vice Chair: Vacant
 - Treasurer: Charlie-Marie Hansen
 - Secretary: Theresa Overall
- Board Committees
 - General Purpose [Descriptions](#) of all committees (Board Policy BDE-R)
 - Formal Descriptions of committees, their charges, and relevant charter contract sections
 - [Academic Excellence Committee](#)
 - [Governance Committee](#)
 - [Finance and Facilities Committee](#)
 - [Executive Committee](#)
- Board Recruitment and Orientation Processes
 - Board members and the Executive Director work together to identify potential board members that could help strengthen the board and CRCS as a whole. Prospective board members must be in agreement with CRCS' Strategic Design and Alignment. It is also important that the board composition is diverse and allows the board to fulfill their legal and ethical duties as a Maine Public School Board.
 - Prospective Board Members are given a tour of the buildings, meet with leadership in each of the buildings, and have an opportunity to understand and it is required that they have alignment with CRCS' Strategic Design and Alignment.
 - A member of the Governance Committee will meet with each new board member to orient them to the obligations and responsibilities of the board as well as board members.

Resources for the Work of the Board

- [BoardOnTrack](#) is the warehouse where Board Documents are created, stored, and accessed. It generates analytics that help the Board stay on “track” with timelines and important facets that the CRCS Board is legally responsible for. You will find meeting agendas and related documents here.
- [National Charter Schools Institute's Charter Network](#) (formerly a widget within Epicenter) was brand new in January 2025. We haven't utilized it yet. Their self-description of what they do is “At the heart of the Charter Network is the conviction

that the life-changing work you're doing in schools, authorizing offices, policy shops, and elsewhere in the charter world can be made better by collective wisdom. We want to create more intimate professional communities for you to share experiences, challenges, ideas and inspirations with those on the same or a similar journey. Our goal is to create spaces for deep engagement, meaningful collaboration, and mutual support."

- [Board Network Community](#) "is built upon the Charter Network platform, created by NCSI. Once logged in to the platform, you will have access to not only the required Board trainings, but many other valuable resources as well."

Executive Director Support Responsibility of the Board

- The Executive Director is hired and evaluated by the Board, which is defined within [Board Policy CBI](#)
- [Executive Director Job Description](#)

Academic Responsibility of the Board

- The [Strategic Design Document](#) is the direction setting document (Mission, Vision, Guiding Principles, Core Values, Future Conditions, Exit Learner Outcomes, Vision Statements, etc) that all policies, procedures, and practices are in alignment with. This document is visited annually and updated as needed.
- The Board is ultimately charged with monitoring the results of the work of the Executive Director, school leadership and staff to fulfill the expectations of the Charter Contract and Performance Framework related to curriculum, professional development, interventions to support student performance and resulting student data. The Academic Excellence Committee carries out these responsibilities and brings them to the full Board to make informed decisions. Please see the [Academic Excellence Committee Responsibilities](#) for detailed information of oversight and responsibilities.

Fiscal Responsibility of the Board

- The Board of Directors is responsible for establishing, approving, and overseeing the annual budget.
- The Executive Director and Business Manager are responsible for day to day financial management decisions which are in compliance with the [CRCS Fiscal Policies and Procedures](#).
- The Finance Committee and Board of Directors are responsible for making sure the yearly expenditures are in line with the approved budget. The Finance Committee and Board of Directors also hold the Executive Director accountable for all fiscal

management decisions and ensures that all school related financial transactions and operations are conducted in compliance with the [CRCS Fiscal Policies and Procedures](#).

- An external audit is conducted annually, which is then reviewed and approved by the Board for submission to the Maine Department of Education and Maine Charter Commission by December 31st of each year. The audit includes a full review and assures that conforms with State of Maine requirements.

Bylaws and Board Policies

- [Bylaws](#)
- Board Policies ([Complete List](#))
- [Foundational & Governance Policies](#)

CRCS Communication Tools

This is a list of communication platforms/tools used to communicate with Board Members, Staff, Parents, Learners, and the Public. This is not an exhaustive list, but contains the major platforms/tools.*

(In alphabetical order)

- [Board Network Community](#)
 - “The Board Network Community is built upon the Charter Network platform, created by NCSI. Once logged in to the platform, you will have access to not only the required Board trainings, but many other valuable resources as well.”
- [BoardOnTrack](#)
 - BoardOnTrack is the warehouse where Board Documents are created, stored, and accessed. It generates analytics that help the Board stay on “track” with timelines and important facets that the CRCS Board is legally responsible for. You will find meeting agendas and related documents here.
- Calendly Appointment Scheduler
 - Online digital scheduler that allows individuals to book appointments and fill out required information for each Building Principal in advance. This doesn’t require a person to negotiate a time, instead it books the appointment based on availability and parameters of the individual's calendar based on specific rules.
 - Each Building Principal has a Calendly Link in their signature, which allows prospective parents to book and/or schedule a “tour”.
 - Each Building Principal and Administrator has a Calendly link in their signature, which allows current staff to book and/or schedule a meeting.

- CRCS Employee Portal
 - This is an internal website for anyone with a CRCS email account. This has links to resources that staff can access to get help or assistance independently.
- CRCS Public Website
 - This is a public website that gives general and specific information about our school.
- Email
 - Email blasts are sent out with customized messages such attendance audits and other customized or individual mass emails.
- Emergency Blasts (Infinite Campus)
 - The Emergency Messenger system within Infinite Campus allows us to send text and phone calls to parents during emergency situations and typically asks parents to check SeeSaw Accounts for lengthy or more details.
 - Every morning between 8:30am and 9:00 am parents receive a text and call if their child is absent and no prior contact has been made.
- Empower
 - This is the Learning Management System (LMS), which serves as the platform and warehouse for each learner's academic progress and individual learning targets.
 - Our curriculum consists of research based learning targets that are contained in Empower under Target Browser.
 - Rubrics for each learner target and degree of complexity (rigor level)
 - Parents, learners, and staff have access and older learners can monitor their progress towards graduation goals.
- Facebook Page–Private
 - This private page is a place for parents to communicate through Facebook. In order for parents or relatives to join, they have to submit a request and then secretaries verify they have a learner enrolled and the person is in Infinite Campus.
 - When a learner un-enrolls, secretaries search Infinite Campus for parents and relatives and then they remove them from this Private Page. Infinite Campus - Emergency Messenger
- Facebook Page–Public
 - This public page is the primary vehicle for public relations and sharing posts. It also serves as our primary vehicle for enrollment and CRCS budgets money annually for paid targeted Facebook Boosts within a 60 minute radius of Skowhegan. This is primarily 1 way communication with the public, however, for those interested in enrolling this is a critical 2 way communication vehicle. We have a staff member primarily assigned in helping post and schedule content and also, answering enrollment questions and connecting with the right campus.

- Infinite Campus
 - Infinite Campus is CRCS's Student Information System, warehouses all of our students and staff demographic data. Infinite Campus "feeds" almost all of our digital platforms such as Google, Empower, NWEA, State Reporting, Etc.
- SeeSaw
 - Is a tool used to keep learner work in a portfolio style that facilitators and parents can see and give feedback on.
- Reach my Teach
 - The vast majority of communication between parents and CRCS is done through SeeSaw, which allows the administration to monitor communication. Monitoring conversations helps administrators coach and mentor staff but also to intervene when necessary to support either staff and/or parents in tricky situations. Reach my Teach is a primary vehicle for 1 and 2 way communication and has options for phone calls and text messages.

Major Contractors and/or Vendors

The majority of spending is dedicated to salaries and benefits followed by debt service. The following list are other areas where the remaining amount of budgeted money is typically or frequently spent. This is not an exhaustive list, but most substantially used contractors and vendors.*

- Financial
 - Bangor Savings
 - Primary Checking
 - Interest Earning Sweep Account
 - Credit Cards
 - Loans
 - Bookkeeping Services
 - ABR Bookkeeping Solutions
 - Credit Cards
 - American Express
 - Home Depot
 - Lowes
 - Lines of Credit (various vendors)
 - Ware Butler
 - Sherwin Williams
 - Quinns
 - Motor Supply

- NAPA
 - Amazon
 - Horace Mann (403B, Personal Insurance, etc)
 - Kyes Insurance
 - Health
 - Liability
- Consolidation
 - Highmark (National Developer)
 - Raymond James (Supporting and Guidance for USDA Direct Loan)
- Legal Services
 - Brann & Isaacson Law Firm
 - Dan Stockford, General Counsel
 - Ben Lund, Real Estate Counsel
 - Hannah Wurgraft, Human Rights/Special Education Counsel
 - Nathaniel Bessey, Human Rights/Special Education Counsel
 - Dan Nuzzi, Special Education Counsel
 - Drummond & Woodsum Law Firm
 - Drummond and Woodsum represents the majority of public schools in Maine and offers training and workshops throughout the year for clients and non-clients. CRCS takes advantage of these opportunities.
 - Provides training and courses on School Law, Special Education Law, and training, which is required for Administrators. Drummond and Woodsum also provides training and presentations at the Special Education Directors Annual Conference.
- Programming Partners
 - Fitness Provider: TK Fitness
 - Somerset Public Health
- Facilities/Transportation Contracted Services
 - Poland's Bus Service, Bussing
 - High Voltage Electric, Electrician
 - Graf Plumbing, Plumbing district wide and Heating/Cooling at Creative Children's Academy
 - David Mercier, General Contractor
 - O&P Glass, Glass and door repairs
 - G&E Roofing at Dimensions and Overman only
 - Thayer, Heating and Cooling at Overman and Dimensions
 - Seacoast, Security Monitoring
 - Nickerson's Yard Maintenance
 - Modern Pest
 - Somerset Disposal

- The Maine Meal, Food Service
 - A.E. Robinson, Propane and Heating Fuel
 - Irving (Fleet account for bussing and school vehicles)
- Special Education and Student Services Contracted Services
 - Boothby
 - Maine Behavioral Health
 - Belinda Sharpe
 - Avel eCare

Emergency Phone Numbers (Not for public information)

Dated: 8-15-2024

Community Regional Charter School
48 South Factory Street
Skowhegan, Maine 04976

Tel: 1-207-474-8740
Fax: 207-474-8515

Emergency	911
Somerset County Communication Center	1-207-474-6386
Skowhegan Police Department	1-207-474-6908
State Police- Troop C Skowhegan	1-800-452-4664
Fire Department	
Skowhegan	1-207-474-6910
Cornville	1-207-474-8865
Poison Control	1-800-222-1222
Hospital (RFGH)	1-207-474-5121
National Suicide Prevention Lifeline	1-800-273-8255
Child Protective Services	1-207-474-4850
Central Maine Power	1-800-696-1000
Dimensions Academy Portable	Acct # 225-027-9070-001
Dimensions Academy Main Building	Acct # 225-006-1505-013
Creative Children's Academy	Acct # 3501-6002-202
Overman Academy	Acct # 3001-1063-598
Seacoast Security- Fire Alarm	1-800-654-8800
Thayer Corporation	1-800-649-4197
A&E Robinson Fuel (Oil and Propane)	1-207-564-8131
GE Roofing	1-207-622-9503
Maine School Library Network (internet)	1-888-367-6756
Consolidated Communications	1-844-968-7224
Poland's Bus Service	1-207-474-2233
Chuck's Auto Towing	1-207-474-2617
Maine Water	1-207-474-3521
WABI	1-207-947-8321
WCSH	1-207-828-6666
Northeast Technologies - Brian Barrows	1-207-907-9192
CRCS Contacts	
Executive Director- Travis Works	1-207-399-6502
Overman/Creative Children's Academy Principal - Elizabeth Firnkes	1-207-615-2801
Overman/Creative Children's Academy Asst Principal - Brian Andre	1-207-485-4937
Special Ed. Director - Tammy Wyman	1-207-341-3728
Dimensions Academy Principal - Susan Muzzy	1-207-310-3088
Dimensions Academy Asst Principal/Director of School Operations - Ashlee Savage	1-207-399-3292
Director of Design and Innovation - Dan Ryder	1-207-578-0357
Food Service Director - Allison Perkins	1-207-755-1123
Director of Facilities - Kit Canning	1-207-485-8380
Board Chair - Nicki Reinholt	1-207-474-8740