



CORNVILLE REGIONAL CHARTER SCHOOL

FOSTERING RESPONSIBLE, INDEPENDENT, HAPPY, CURIOUS LEARNERS

Board Meeting Minutes September 26, 2017

A meeting of the Board of Directors of Cornville Regional Charter School was held on September 26, 2017, at the Cornville campus.

The following members of the Board were present: Jean Walker, Lorri Cahill, and Jason Gayne. Also present: Travis Works, Heather Neal, Ashlee Savage, Susan Martin, Jessica Brown, and Clara Short.

Chair Jean Walker called the meeting to order at 5:05pm and began by reading CRCS's mission statement.

Approve/Amend Minutes:

Motion was made by Jason Gayne/seconded by Lorri Cahill to approve the minutes of the Board meeting held on August 16, 2017. Motion passed, 3-0.

Public Session:

Clara Short, along with her daughter, Sophia, asked that the restroom doors be looked at and adjusted in order to completely close when stalls are occupied.

Old Business:

- Heather Neal reported that, other than the food service program, all financial information is current. She plans to send board members financial information the week prior to board meetings for perusal and feedback. November's finance committee meeting will cover quarterly financial information, review of the draft audit, 12-month cash flow projections, and projected 12-month budget actuals. Following an examination of the current budget spreadsheet format, Heather Neal will be providing a condensed, consolidated district-wide financial sheet to the Board each month. Detailed information will be sent to the finance committee on a monthly basis. **Finance committee meetings will be held in November, February, May, and August.** Financials will also be posted on the public website.

New Business:

- Chair Jean Walker is creating a revised Board of Directors meeting schedule for the 2017-2018 calendar year to reflect Board members' schedules and outside commitments. Each meeting location will rotate amongst the 3 campuses. She has also volunteered to update CRCS's staff listings on the public website.
- Academic Excellence committee meetings will take place at 4:00pm preceding the board meetings during the months of October, January, March, and May. Board meetings will be held on the third Tuesday of the month.

Jason Gayne made a motion allowing Board members to participate remotely and vote electronically when unable to attend scheduled meetings. Jean Walker seconded the motion. Motion passed, 3-0.

Teaching Principals/Executive Director:

- Principal reports from each respective campus were shared with the Board. The reports focus on the categories of celebrations and successes, professional development, and upcoming events, along with a focus question and response tailored to each month. The Board requested that demographic data be added to future campus reports. Susan Martin will create a report template for each principal to use for clarity and ease of reading. These reports will be posted on the CRCS public website.
- Continued discussion took place concerning the need for a current hierarchy of command, including job titles and responsibilities. This information provides a framework of communication for learners, facilitators, parents

and governance across all three campuses. This work will be completed by Travis Works and the principals of the Early Childhood Center and Skowhegan campus. Copies will be shared at the October board meeting. Also to be shared at the October meeting: the panorama survey results and ideas on student retention information.

- Discussion took place around retention and validation of staff. Travis Works and Susan Martin remarked that staff is working well and going through a growth process due to the large number of new staff. Travis Works stated that retention of staff happens when they are well supported, coached, mentored, have ample opportunities for collaboration, in addition to receiving competitive pay and benefits. He also added that administrative staff are working on the small logistics and unique needs and questions of staff as they arise. Susan Martin shared the example of Skowhegan campus staff traveling to Cornville for professional development and collaboration. Travis Works concluded by emphasizing the importance of leveraging resources across all three campuses and staff.
- It was noted that CRCS's emergency plans need revision and updating, as well as inclusion of the new campuses.

Executive Session:

Jean Walker made a motion seconded by Jason Gayne for the Board to enter into executive session citing the following Maine statutes: Condition of property [1 M.R.S.A. 405 (6) (C)] and Information in confidential records; discussion or review of [1 M.R.S.A. 405 (6) (F)]. Motion passed, 3-0. Board entered into executive session at 6:18pm.

Jean Walker made a motion seconded by Jason Gayne to exit executive session. Motion passed, 3-0. Board exited executive session at 7:15pm.

Next meeting date and location:

The CRCS Board of Directors will meet October 17, 2017 at the Skowhegan campus beginning at 5:00pm, immediately following a meeting of the Academic Excellence committee scheduled for 4:00pm.

Lorri Cahill made a motion seconded by Jason Gayne to adjourn the board meeting. Motion passed, 3-0. Meeting adjourned at 7:18pm.

Respectfully Submitted,
Lorri Cahill, Board Secretary

CRCS Early Childhood Center

Celebration/Success at your campus

- Even without curriculum materials, we had 3 weeks where the kids were engaged, happy, and learning
- One particular kiddo is making gains each day as he adjusts to his very first “away from home” experience

Professional Development for month of September (what has anyone on your staff participated in/what your building has done for Friday PD)

- Friday Staff meetings
 - We had lunch and breakfast regulation training from Jess Brown
 - Field Trip Planning, brainstorming how to work around no longer having a secretary
 - TS Gold and Tools of the Mind discussions
- Other Training
 - Denyell attended TS Gold training the end of August
 - Denyell is attending Handwriting Without Tears training on the 29th
 - Denyell has submitted request for her and Gina to go to NAEYC National Conference

Past/Upcoming Events

- September 19th - Mim Scheurenbrand visited and gave us a list of things to correct before her next unannounced visit
- September 26th - Apple Farm field trip

Describe some features of the physical space of your campus that are conducive to learning. What intentional adjustments/changes is your staff making to the physical space to make it inviting and engaging for learners? (Feel free to send a picture or two!)

- 2 preK classrooms
 - Rooms have been rearranged to better accommodate the needs of the kids
- Lunchroom
 - New tables and arrangement

CRCs Cornville Campus

Celebration/Success:

In Cornville we have had a lot of great stuff going on. We spent the first full week of school getting to know our learners and setting up expectations and routines. The last 3 weeks have been spent grouping learners for ELA based on voice and choice around an author study. In math they have been grouped around place value learning targets to set up a strong foundation moving forward on number sense. I think starting this way has been a huge success for learners and facilitators.

The second major positive and success I have seen in Cornville happened at the end of the week and came out of a struggle. We had planned to regroup learners starting the last Monday of September for math and reading. After having some struggles to get NWEA up and running and even once learners had tested gathering the reports wasn't set up right. Therefore, we met as a staff and instead of complaining because things weren't going quite as planned, we came together and created a great plan for learners for the next few weeks while we finish collecting data and triangulating the data. All facilitators were problem solving with the best interest of learners in mind and making sure we had a plan that continued to propel their learning forward.

Professional Development:

- Susan and Ashlee will participate in the last two days of a Leadership Academy through the MCCL on the 28th and 29th.
- Nicki was out at Masdac which is a special education directions conference.
- Gina and Melody attended a workshop on Complex Reasoning Processes
- All staff have had PD around complex reasoning, habits of mind, and 3 circles work during weekly staff meetings.

Upcoming Events:

- Celebration of Learning - Monday, September 25th
- Family Movie Night - Friday, September 29th

Focus: Describe some features of the physical space of your campus that are conducive to learning. What intentional adjustments/changes is your staff making to the physical space to make it inviting and engaging for learners? :

We have had lots of great conversations about all of the different areas in our building to make sure that we have the best plan for learners. The following is a list of things we have done:

- Cafeteria Tables: We have taken the cafeteria tables and put them into a different arrangement than in the past so that learners can move more easily through the cafeteria and encourage more conversations as well as low facilitators to move more easily through the space.

- We have repurposed the staff resource room to be used as a space for Nicki Reinholt and Sp. Ed. and a quiet alternative space for learners.
- The room off the stage plus the use of the back of the stage is now in the process of transforming into a conference room with a teacher resource space.
- Put in a door from Mrs. Savage's classroom space to her office for easy access to learners.
- Repurpose the library to use the space for theater
- More welcoming entrance area and lobby - flowers, benches, table clothes, etc.

CRCS Skowhegan Campus

Board Report

Monthly Board Report Topics:

- *Celebration/Success at your campus*

We are in!!!! We moved in to our new building on September 14th. It is really nice to be in one spot! On Friday a group of learners went with Mr. Beane to the Common Ground Fair to work as volunteers to help with the fair operations and to learn more about various life science topics. The trip was proposed, developed, and organized by one of the learners involved. This type of initiative in developing learning opportunities is going to be one of the ongoing pieces of the learners' experience at the Skowhegan Campus.

- *Professional Development for month of September (what has anyone on your staff participated in/what your building has done for Friday PD)*

For the first three weeks of school, our Friday PD days tended to involve finding a space for the next week, packing up everything we owned and storing it in our assorted vehicles for the weekend and generally planning for the next week at the rec center or camping or maybe back at the rec center or . . . While this is not your normal use of Friday PD time, it did give us time to plan our programming and come together as a team.

Now that we are in our space, our first PD Friday was spent over at the fire department getting trained and certified in fire extinguisher use. Rick, our trainer had us all put out real fires in the back yard of the fire department. It was fun! We also spent time that day planning how Mr. Beane's theater program and ag science program could work on our campus. This past week, he has started the theater component.

This past Thursday evening, I attended a RISE Center math and science teacher meeting at Winslow HS. This is a monthly meeting and a chance for area math and science teachers to exchange resources, get ideas and PD. I gathered several resources and a couple of useful contacts at this first meeting.

- *Past/Upcoming Events* On October 2nd, we will be holding a parent night and open house. We will be holding an open house/parent night on Monday, October 2nd from 6:00-7:30 at the Skowhegan Campus. Topics include: open campus protocols for lunch, technology and take home procedures, and an update on curriculum.

September Focus Question:

Describe some features of the physical space of your campus that are conducive to learning. What intentional adjustments/changes is your staff making to the physical space to make it inviting and engaging for learners? (Feel free to send a picture or two!) The bright, open space is wonderful!

Any new space can have its challenges though. The open space is currently also an issue in that we are dealing with a lot of sound echo and reverb and we are working to make adjustments to deal with that. We are currently working on adding soft surfaces to help absorb the sound. We've put in some display dividers, and a cloth backdrop that seems to help somewhat. We have ordered more of the cloth backdrops. We are starting an art project this coming week where students will be working on stretched canvas collages. We will be putting these up on the wall to also help absorb the sound. We are also on the look out for some area rugs that fit well with the aesthetics of our space.