



# Foxborough Regional Charter School

## Minutes

### Annual Board Meeting

#### Session 1

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#### **Date and Time**

Tuesday November 8, 2022 at 6:15 PM

#### **Location**

Foxborough Regional Charter School

#### **Media Center**

131 Central Street

Foxborough, MA 02035

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#### **Meeting Format**

Whether in person or online, the public is welcome to attend Board/Committee Meetings and have access to meeting minutes. Meetings are held once a month and additionally, as determined by the Board/Committee Chair. All meeting Agendas are posted on the school website at least 48 hours in advance of each public meeting.

During the meeting, the Board and its committees follow the published agenda. Gallery members are not part of the formal discussion or deliberations. Those wishing to speak at a meeting are asked to follow our [Privilege of the Floor Policy](#). Meetings start promptly on time as noted on the agenda.

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#### **Trustees Present**

Anissia Vixamar, Badawi Dweik, Kathleen Crawford, Matthew Yezukevich (remote), Ramona Royal (remote), Sergio Martin, Susanna Girard, Todd Tetreault

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## **Trustees Absent**

*None*

## **Trustees who left before the meeting adjourned**

Matthew Yezukevich

## **Guests Present**

Eddie Ingram, Heidi Berkowitz, Karen Calvert (remote), Kathleen Foley, Lesly Michelot (remote), Mallory St Brice, Mike Cournoyer, Saanvi Kumar (remote)

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## **I. Opening Items**

### **A. Attendance**

### **B. Call the Meeting to Order**

Kathleen Crawford called a meeting of the board of trustees of Foxborough Regional Charter School to order on Tuesday Nov 8, 2022 at 6:27 PM.

### **C. Privilege of the Floor**

There were no requests to speak at this meeting.

## **II. Leadership Report**

### **A. Leadership Report**

#### **Eight Characteristics of Effective School Boards**

**Eddie Ingram** walked the Board through an article that he wanted to share with us and suggested we hold a training session on the topic.

**Mike Cournoyer** presented an update on the High School's theme for this year: "You can do hard things". Sergio Martin asked about the process that Mike follows to get the things the HS needs to support running the school. He shared he would start a discussion with Kathleen Foley and if it was not able to be resolved at the school or school district level, he would work with the appropriate people moving up to the Board.

### **B. Personnel Update**

**Mallory St Brice** shared with the board a new dashboard for HR that is being shared in several venues. Time was spent discussing

- The number of vacancies particularly the issue with 10 open SPED positions. The school has been open about the gaps with DESE.
- The absences rate of 7.7%

- The reasons for Employee separations
- Staff diversity
- Considering hiring student teachers as Substitutes. The school has reached out to several local colleges/universities to make connections with graduates.

It was noted that the HR department has been publishing a monthly newsletter that has been well received.

### III. Board Business

#### A. Annual Board Meeting

##### **Board Members were reminded to complete their**

- CORI Forms and submit them to the school administration.
- Annual Conflict of interest forms that are emailed to them by the BMMS System
- Annual Open Meeting Law receipt of materials

##### **Bylaws**

The board discussed the Bylaws and previous conversations to update them. This will require detailed review and the conclusion was to assign it to the Governance Committee to recommend changes. We are required to approve them annually.

Matthew Yezukevich made a motion to approve the Foxborough Regional Charter School Bylaws (version 2015) as written.

Todd Tetreault seconded the motion.

Saanvi Kumar voted in the affirmative

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

##### **Roll Call**

Anissia Vixamar	Aye
Kathleen Crawford	Aye
Matthew Yezukevich	Aye
Sergio Martin	Aye
Todd Tetreault	Aye
Susanna Girard	Aye
Badawi Dweik	Aye
Ramona Royal	Aye

##### **Renewal of the Trustee Terms**

As stated in the Bylaws Trustees terms can be renewed for up to three years. An effort should also be placed on spreading Trustee Terms so they do not all expire in the same year.

Susie Girard and Ramona Royal both shared that they did not intend to extend their terms. Ramona is open to rejoining the board in the future if her schedule and the Board commitment changes.

Todd Tetreault made a motion to add a term to Kathleen Crawford and Badawi Dweik from 01DEC2022 to 30NOV2023.

Anissia Vixamar seconded the motion.

Saanvi Kumar voted in the affirmative

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

#### **Roll Call**

Todd Tetreault	Aye
Matthew Yezukevich	Aye
Ramona Royal	Aye
Badawi Dweik	Aye
Susanna Girard	Aye
Anissia Vixamar	Aye
Sergio Martin	Aye
Kathleen Crawford	Aye

Badawi Dweik made a motion to add a term to Todd Tetreault and Anissia Vixamar from 01DEC2022 to 30NOV2025.

Sergio Martin seconded the motion.

Saanvi Kumar voted in the affirmative

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

#### **Roll Call**

Matthew Yezukevich	Aye
Todd Tetreault	Aye
Kathleen Crawford	Aye
Susanna Girard	Aye
Badawi Dweik	Aye
Ramona Royal	Aye
Anissia Vixamar	Aye
Sergio Martin	Aye

#### **Board Officers**

Kathleen continues to be interested in being the Board Chair but expressed this would be her last year as a trustee. Badawi Dweik also expressed that this will be his last year as a trustee.

Matthew Yezukevich expressed interest in continuing as the Treasurer. The secretary Position was open due to Susie Girard vacating the position.

Susanna Girard made a motion to appoint Todd Tetreault as the Board Secretary for a term of 01DEC2022 to 30NOV2023.

Anissia Vixamar seconded the motion.

Saanvi Kumar voted in the affirmative

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

**Roll Call**

Badawi Dweik	Aye
Anissia Vixamar	Aye
Susanna Girard	Aye
Kathleen Crawford	Aye
Todd Tetreault	Aye
Matthew Yezukevich	Aye
Ramona Royal	Aye
Sergio Martin	Aye

Badawi Dweik made a motion to appoint Kathleen Crawford as the Board Chair for a term of 01DEC2022 to 30NOV2023.

Anissia Vixamar seconded the motion.

Saanvi Kumar voted in the affirmative

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

**Roll Call**

Todd Tetreault	Aye
Anissia Vixamar	Aye
Ramona Royal	Aye
Sergio Martin	Aye
Matthew Yezukevich	Aye
Susanna Girard	Aye
Badawi Dweik	Aye
Kathleen Crawford	Aye

Kathleen Crawford made a motion to appoint Sergio Martin as the Board Vice-Chair for a term of 01DEC2022 to 30NOV2023.

Badawi Dweik seconded the motion.

Saanvi Kumar voted in the affirmative

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

**Roll Call**

Sergio Martin	Aye
Anissia Vixamar	Aye
Todd Tetreault	Aye
Ramona Royal	Aye
Matthew Yezukevich	Aye

#### **Roll Call**

Susanna Girard      Aye  
Kathleen Crawford   Aye  
Badawi Dweik        Aye

Todd Tetreault made a motion to appoint Matthew Yezukevich as the Board Treasurer for a term of 01DEC2022 to 30NOV2023.

Kathleen Crawford seconded the motion.

Saanvi Kumar voted in the affirmative

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

#### **Roll Call**

Kathleen Crawford   Aye  
Matthew Yezukevich   Aye  
Todd Tetreault        Aye  
Ramona Royal         Aye  
Sergio Martin         Aye  
Susanna Girard        Aye  
Badawi Dweik         Aye  
Anissia Vixamar       Aye

#### **Board Committees**

With the loss of two trustees the Board discussed their bandwidth. They requested Heidi Berkowitz post a notice to the community to search for additional Trustees. Trustees discussed how to staff the Staff Recruitment & Retention as well as the Student Recruitment & Retention Committees. It was decided these two committees would be discussed again at next months meeting.

The District Administration was encouraged to review their current membership and recommend changes as appropriate to level their workload.

Todd Tetreault made a motion to appoint Kathleen Crawford as the Chair of the Appeals committee and Anissia Vixamar as the V-Chair for a term of 01DEC2022 to 30NOV2023. Badawi Dweik seconded the motion.

Saanvi Kumar voted in the affirmative

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

#### **Roll Call**

Todd Tetreault        Aye  
Susanna Girard        Aye  
Matthew Yezukevich   Aye

**Roll Call**

Badawi Dweik	Aye
Sergio Martin	Aye
Ramona Royal	Aye
Kathleen Crawford	Aye
Anissia Vixamar	Aye

Kathleen Crawford made a motion to appoint Anissia Vixamar as the Chair of the DE&I committee for a term of 01DEC2022 to 30NOV2023.

Todd Tetreault seconded the motion.

Saanvi Kumar voted in the affirmative

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

**Roll Call**

Kathleen Crawford	Aye
Todd Tetreault	Aye
Badawi Dweik	Aye
Sergio Martin	Aye
Matthew Yezukevich	Aye
Susanna Girard	Aye
Anissia Vixamar	Aye
Ramona Royal	Aye

Kathleen Crawford made a motion to appoint Matthew Yezukevich as the Chair of the Finance committee and Sergio Martin as the V-Chair for a term of 01DEC2022 to 30NOV2023.

Badawi Dweik seconded the motion.

Saanvi Kumar voted in the affirmative

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

**Roll Call**

Badawi Dweik	Aye
Anissia Vixamar	Aye
Todd Tetreault	Aye
Sergio Martin	Aye
Matthew Yezukevich	Aye
Kathleen Crawford	Aye
Susanna Girard	Aye
Ramona Royal	Aye

Todd Tetreault made a motion to appoint Badawi Dweik as the Chair of the Facilities committee and Sergio Martin as the V-Chair for a term of 01DEC2022 to 30NOV2023.

Kathleen Crawford seconded the motion.

Saanvi Kumar voted in the affirmative

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

#### **Roll Call**

Sergio Martin	Aye
Anissia Vixamar	Aye
Todd Tetreault	Aye
Matthew Yezukevich	Aye
Susanna Girard	Aye
Kathleen Crawford	Aye
Badawi Dweik	Aye
Ramona Royal	Aye

Susanna Girard made a motion to appoint Kathleen Crawford as the Chair of the Governance committee and Todd Tetreault as the V-Chair for a term of 01DEC2022 to 30NOV2023.

Matthew Yezukevich seconded the motion.

Saanvi Kumar voted in the affirmative

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

#### **Roll Call**

Susanna Girard	Aye
Sergio Martin	Aye
Ramona Royal	Aye
Kathleen Crawford	Aye
Todd Tetreault	Aye
Anissia Vixamar	Aye
Matthew Yezukevich	Aye
Badawi Dweik	Aye

#### **Annual Board Assessment**

The Board reviewed the annual Board self assessment and how it can be used to seek new trainings as well as fill gaps in skillsets.

Saanvi Kumar left at 8:00 PM.

Matthew Yezukevich left at 8:00 PM.

### **B. Records Access Officer (RAO)**

The Massachusetts Public Records Law requires us to identify a "Records Access Officer" (RAO). This person will need to assess and manage requests for the release of records.

Susanna Girard made a motion to appoint Heidi Berkowitz as the Records Access Officer for the Foxborough Regional Charter School.

Todd Tetreault seconded the motion.

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



**Roll Call**

Sergio Martin	Aye
Susanna Girard	Aye
Anissia Vixamar	Aye
Ramona Royal	Aye
Kathleen Crawford	Aye
Matthew Yezukevich	Absent
Todd Tetreault	Aye
Badawi Dweik	Aye

**C. Board Training**

DESE was interested in how often the Board members attend training along with the types and who hosted the training. Susie Girard came up with a method of tracking the training and suggested adding it to the agenda to remind folks to report the training.

Sergio Martin shared that he attended several trainings this month and would send the details.

**IV. Community Group Updates**

**A. District Advisory Group (DAG)**

DAG & TAG have been combined into a single team with listening sessions included in the conversations. They had a second meeting today. They discussed and article at the suggestion of Linda Morse called "The Eight-word Mission Statement"

**B. English Language Parent Advisory Committee (ELPAC)**

no update was provided

**C. Parent Advisory Group (PAG)**

no update was provided

**D. Partners in Education (PIE)**

no update was provided

**E. Special Education Parent Advisory Committee (SEPAC)**

no update was provided

**F. Teachers Advisory Group (TAG)**

See DAG section of the minutes.

**V. Policy Review**

**A.**

## First Reading

Nothing at this time

## B. Re-Reading

### 2nd Reading: Privilege of the Floor Policy

- Change wording on the second page to: "The Chair may use a timer."
- Fix capitalization for the word "Should"

Todd Tetreault made a motion to approve the new Privilege of the Floor Policy as amended.

Badawi Dweik seconded the motion.

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

### Roll Call

Anissia Vixamar	Aye
Kathleen Crawford	Aye
Susanna Girard	Aye
Todd Tetreault	Aye
Badawi Dweik	Aye
Matthew Yezukevich	Absent
Ramona Royal	Aye
Sergio Martin	Aye

## VI. Committees

### A. Appeals

There were no appeals this month.

**Heidi Berkowitz** reviewed enrollment status and shared they are trying to fill 25 seats while working with the Principals to determine where to fill the students.

### B. Diversity, Equity, & Inclusion

**Anissia Vixamar** walked the Board through the submitted update. They will be sending a survey out to students to ask what areas they will focus on initially.

### C. Facilities

**Lesly Michelot** walked the Board through the submitted update. There was a discussion on how the school is working with parents to improve behaviors on the transportation buses.

The roof RFP is almost ready to be submitted.

#### **D. Finance**

Karen Calvert and Sergio Martin gave an update on Finance. The Massachusetts Charter Association due have increased by \$30,000 this year. The Board expenditures are also up. Kathleen Crawford requested details on the Board expenditures.

The Finance meetings will be on the 1st Thursday of the Month going forward

#### **E. Governance**

This Committee has not met since the last Board meeting. The next meeting is tomorrow 09NOV2022.

#### **F. Staff Recruitment & Retention**

This Committee's first meeting is scheduled for next week.

#### **G. Student Recruitment & Retention**

This Committee has not met yet.

### **VII. Closing Items**

#### **A. Approval of Minutes**

Todd Tetreault made a motion to approve the minutes as amended from Board Meeting on 09-20-22.

Sergio Martin seconded the motion.

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

##### **Roll Call**

Kathleen Crawford	Aye
Susanna Girard	Aye
Todd Tetreault	Aye
Badawi Dweik	Aye
Anissia Vixamar	Aye
Ramona Royal	Aye
Sergio Martin	Aye
Matthew Yezukevich	Absent

#### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:23 PM.

Respectfully Submitted,  
Susanna Girard

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The listed matters are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may be brought up for discussion to the extent permitted by law.