



Foxborough Regional Charter School

Board of Trustees Meeting

Amended on May 12, 2020 at 9:38 AM EDT

Date and Time

Tuesday May 12, 2020 at 7:30 AM EDT

Location

Virtual

Board meetings are open to the public. Members of the audience who wish to address the board may do so during the "Privilege of the Floor" portion of the monthly Board meeting. Forms for Privilege of Floor, for items other than those on the agenda, must be submitted by noon the day before the Board meeting in order to be heard during the meeting. Forms may be obtained from and submitted to the school's central office.

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:30 AM
A. Roll Call Attendance			
B. Call the Meeting to Order			
II. Leadership Report			
A. Remote Learning Update	Discuss		
B. High School Graduation			
III. Committees			
A. Enrollment	FYI		
B. Facility	FYI		
C. Finance	Discuss		
• Financial Reports			

	Purpose	Presenter	Time
• FY2021 Budget			
D. Governance	FYI		
E. Foxborough Regional Charter School Foundation	FYI		
IV. Policy Review			
V. Special Reports			
A. Partners In Education (PIE) Report	FYI		
B. English Learner Parent Advisory Committee (ELPAC) Report	FYI		
C. Special Education Parent Advisory Committee (SEPAC) Report	FYI		
VI. New Business			
VII. Old Business			
VIII. Closing Items			
A. Approve of Minutes: 10DEC2019	Approve Minutes		
B. Approval of Minutes: 27MAR2020	Approve Minutes		
Approve minutes for Board of Trustees Meeting on March 27, 2020			
C. Approval of Minutes: 08APR2020	Approve Minutes		
Approve minutes for Board of Trustees on April 8, 2020			
D. Approval of Minutes: 14APR2020	Approve Minutes		
Approve minutes for Board of Trustees Meeting on April 14, 2020			
E. Adjourn Meeting	Vote		

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.

Coversheet

Approval of Minutes: 27MAR2020

Section: VIII. Closing Items
Item: B. Approval of Minutes: 27MAR2020
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board of Trustees Meeting on March 27, 2020

APPROVED



Foxborough Regional Charter School

Minutes

Board of Trustees Meeting

Date and Time

Friday March 27, 2020 at 9:00 AM

Location

Virtual

Board meetings are open to the public. Members of the audience who wish to address the board may do so during the "Privilege of the Floor" portion of the monthly Board meeting. Forms for Privilege of Floor, for items other than those on the agenda, must be submitted by noon the day before the Board meeting in order to be heard during the meeting. Forms may be obtained from and submitted to the school's central office.

Trustees Present

Badawi Dweik (remote), Kathleen Crawford (remote), Matthew Yezukevich (remote), Reem Ozone (remote), Sergio Martin (remote), Susanna Girard (remote)

Trustees Absent

None

Trustees who left before the meeting adjourned

Badawi Dweik

Guests Present

Annie Azarloza (remote), Ben Dyer (remote), Christiana Benson (remote), Heidi Berkowitz (remote), Karen Calvert (remote), Kayla Leary (remote), Krisan Pope (remote), Lori Obenchain

(remote), Mark Logan (remote), Mary Quinlan, Matt Harrington (remote), Mike Cournoyer (remote)

I. Opening Items

A. Record Attendance

The meeting was opened remotely and confirmed that all voting members were able to hear the meeting as well as be heard.

B. Call the Meeting to Order

Kathleen Crawford called a meeting of the board of trustees of Foxborough Regional Charter School to order on Friday Mar 27, 2020 at 9:31 AM.

II. Awards, Honors, and Recognitions

A. Thank you to Administration, school leadership and Staff

Both Mark Logan and Kathleen Crawford thanked the administration and school leaders for all of their hard work over the past few weeks as we adjust to the impact of COVID-19 on our community. The full board appreciated their patience and dedication to the students.

III. Committees

A. Enrollment

Nothing to report

B. Facility

The school has ~800 laptops that can be loaned to students & staff.

The board requested the administration look into the cost of purchasing/leasing additional laptops for student use to support in a virtual learning style in case COVID-19 or a new flu impacts the US next winter.

C. Finance

FY2021 BUDGET

We had developed a strong preliminary draft that included all department requests and numerous revenue and expense assumptions. This preliminary draft resulted in over a \$1.1M deficit. Throughout the past few weeks, we have revised dozens of accounts (purchasing using current year budgets, identifying lower cost options, and reducing/eliminating several items). We now present a draft budget with a deficit of \$167,299.

This budget represents a serious effort of evaluating the current year, the number of new students we enrolled, their diverse needs, and the needs of our staff. The draft FY21 budget reflects programmatic and staffing adjustments to support our teachers and students.

Highlights:

1. Enrollment projection is 1,660.

- Current enrollment is 1,638.

2. Per pupil projection is \$14,854.

- DESE projection o Deputy Commissioner indicates this the expected minimum.

3. 4% average salary increase

- This remains a priority to keep starting and existing salaries competitive.
- Each 1% increase is approximately \$134,147.29.

4. Health insurance had a decrease in rates yet we report a budget increase due to:

- FRCS is increasing their contribution to 70%.
- Reducing the employee contribution to 30%.
- Budget includes anticipated new hires.

5. We plan to re-focus on food service cost.

- We believe there is a cost savings available my implementing tighter controls on ordering and service.
- We plan on partnering with 3rd part consultants to do a comprehensive review and improvement plan to streamline our food service operations.

6. We plan to focus on exterior improvements campus-wide

- Replace fencing surrounding campus with upgraded product.
- Begin retrofitting main campus drive with granite curbing and new asphalt
- Slightly increase landscape budget to continue to improve aesthetics

7. We plan to focus on cleanliness and modernization in ES & MS:

- Begin replacing all carpet in ES hallways and classrooms with laminate tile
- Repairing ES bathroom plumbing and modernizing bathrooms
- Modernize ES elevator to accommodate for SWD students
- Removing remaining fabric walls in MS and replacing with drywall

8. Continue to modernize physical plant by better managing energy usage for heating, cooling and lighting – yielding cost savings and being more environmentally responsible.

9. As we continue to ensure we have programming, staffing, and a structure to support the evolving needs of our student population.

- Teaching & Learning Increase FTE by 8: Special Education (3.5), English Language Learners (1), High School (2), District (2), Elementary School (.5).
- An additional middle school substantially separate classroom will help us service two very different groups of students, currently in the same classroom. We have students with significant behavior challenges together with students who are lower cognitively, but without behavior challenges. It is challenging to meet the very different needs of these students if they are in one classroom. This will allow us to better meet the needs of all current students and continue to prepare for ES students who will transition to MS over the next few years.
- We currently have approximately 130 ELs enrolled in our district. Trends over the past few years indicate that this number continues to rise. The passing of the LOOK (Language Opportunity for Our Kids) has begun to put more regulations around ELE in schools. In order to remain in compliance with regulations, analyze our programmatic strengths and needs, and provide PD/coaching for our ESL teachers we need a director that with ELE knowledge and expertise on staff.
- Since June of 2019, the SLP caseload has gone from 58 hours of direct service per week to 73 hours of direct service per week according to service delivery times on IEPs. The current caseload is 88 students across the district (this is an increase of 19% since June of 2019). 28 out of 30 students in our substantially separate programs alone have speech services on their IEPs (services occur multiple times a week). Along with direct services, our SLPs also provide RTI services in K, conduct assessments, write reports and IEPs, and attend IEP meetings.
- See below and the attached for a list of positions/justifications.

Location	Position	FTE	Type	Annual Salary (\$)
DISTRICT	Speech	0.5	*	30,000
DISTRICT	Curriculum Specialist	1.0	New	75,000
ELEMENTARY	Nurse	0.5	New	35,000
ELE	Assistant Director	1.0	New	75,000
DISTRICT	BCBA Assistant	1.0	New	45,000
MIDDLE	SPED Teacher	1.0	New	60,000
HIGH	Science Teacher	1.0	New	50,000
HIGH	Spanish Teacher	1.0	New	50,000
DISTRICT	Dir. of School Climate & Culture	1.0	New	100,000

*Increase – current position is .5 FTE change to 1.0 FTE

In addition to the above, we need to fill positions that were not filled this year:

- 3 ESL Teachers (2 in ES; 1 in MS)
- 1 SPED Teacher (ES)
- MS Principal

Apart from our proposed additional FTEs, we have increased a few line items in our Teaching & Learning budget. For example, we:

- Increased our HS guidance budget from \$2k to \$12k in order for our College and Career Readiness Center to provide more services to our students in an effort to prepare them for life beyond high school.
- Increase MS resources. We are working with our MS math consultants, our MS Math Instructional Coach, and our MS STEM teachers to secure rigorous instructional materials aligned with MA standards that will support our push in providing students with real world learning experiences so that they are better able to apply their skills and think critically, as well as problem solve independently.

Matthew Yezukevich made a motion to secure the FY2021 Health Insurance bid by Tuff's Healthplan as submitted.

Badawi Dweik seconded the motion.

A roll call vote was recorded

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

Roll Call

Susanna Girard	Aye
Matthew Yezukevich	Aye
Sergio Martin	Aye
Badawi Dweik	Aye
Reem Ozone	Aye
Kathleen Crawford	Aye

We are looking into transitioning the Extended Day program from being managed by the school to the Foxborough YMCA. These discussions have been on-going for a few years now. They would be able to offer a more robust program including using the YMCA facilities for some of the fitness programs. Families would contract with the YMCA directly instead of through the school although we would have the majority of the student programs on FRCS grounds. One staff member at FRCS would be identified as the liaison to the YMCA for this program.

It should be noted that Mark Logan does sit on the Managing Board at the Foxborough YMCA and been working with the state on all the appropriate disclosures.

Although the YMCA is a non-profit organization we will need to confirm with our bonds that this will not negatively impact them.

D. Foxborough Regional Charter School Foundation

Nothing to report

E. Governance

The school is moving to using BoardOnTrack to help manage / organize the Board of Trustees and various committees. It is being worked on by Susanna Girard and Kathleen Crawford. Kathleen shared with the staff that they should consider it as a low priority for them to have any need to utilize it's features at this time.

IV. Leadership Report

A. IT Status

SAN Equipment

An updated proposal was submitted by Hub Tech on March 13, 2020.

- The purchase price is \$307,414
- Lease to own price is \$342,705 (60 months)
- Lease & return price is \$332.877 (60 months)

The interest rate on the lease options were both 4.36%. We also received clarification on the terms of a lease. There would be no cancellation of the lease mid way through.

There was discussion on the price of the item and the current purchase price as well as the interest rate being higher that we would have liked to have seen given the world economic issues that are unfolding. The board recognizes we need this equipment as part of our strategy to protect the school's technology infrastructure and data from future hackers.

Susanna Girard made a motion to purchase the SAN from Hub Tech for up to \$307,414 with a request that the school obtain a newer bid from Hub Tech prior to purchasing.

Sergio Martin seconded the motion.

A roll call vote was recorded

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

Roll Call

Badawi Dweik	Aye
Matthew Yezukevich	Aye
Reem Ozone	Aye
Kathleen Crawford	Aye
Sergio Martin	Aye
Susanna Girard	Aye

V. Community Reports

A. Partners In Education (PIE) Report

Nothing to report

B. English Learner Parent Advisory Committee (ELPAC) Report

Nothing to report

C. Special Education Parent Advisory Committee (SEPAC) Report

Nothing to report

VI. Old Business

A. Approval of Minutes: December 10, 2019

B. Approval of Minutes: January 14, 2020

Reem Ozone made a motion to approve the minutes as amended.

Sergio Martin seconded the motion.

A roll call vote was recorded

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

Roll Call

Badawi Dweik Aye

Susanna Girard Aye

Matthew Yezukevich Aye

Kathleen Crawford Aye

Reem Ozone Aye

Sergio Martin Aye

C. Approval of Minutes: February 11, 2020

Matthew Yezukevich made a motion to approve the minutes as amended.

Susanna Girard seconded the motion.

A roll call vote was recorded

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

Roll Call

Reem Ozone Aye

Badawi Dweik Aye

Susanna Girard Aye

Kathleen Crawford Aye

Matthew Yezukevich Aye

Sergio Martin Aye

D. Approval of Minutes: March 10, 2020

Reem Ozone made a motion to approve the minutes as ammended.

Sergio Martin seconded the motion.

A roll call vote was recorded

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

Roll Call

Sergio Martin	Aye
Reem Ozone	Aye
Badawi Dweik	Aye
Susanna Girard	Aye
Kathleen Crawford	Aye
Matthew Yezukevich	Abstain
Badawi Dweik	left.

VII. Items for the next Meeting

A. Items for the next Meeting

1. Discuss the purchase/lease of Additional Laptops for the school
2. Principal's summary of FY2021 budget requests
3. Update on Remote learning
4. Approval of the December 10, 2019 Meeting minutes
5. Vote on transportation costs for FY2021
6. Vote on the average salary increase for FY2021

VIII. 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 11:20 AM.

Respectfully Submitted,
Susanna Girard

The motion to adjourn was made by Matthew Yezukevich and seconded by Reem Ozone which passed unanimously by a roll call vote.

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.

Coversheet

Approval of Minutes: 08APR2020

Section: VIII. Closing Items
Item: C. Approval of Minutes: 08APR2020
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board of Trustees on April 8, 2020

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Foxborough Regional Charter School

Minutes

Board of Trustees

Date and Time

Wednesday April 8, 2020 at 7:30 AM

Location

Join Zoom Meeting

Meeting ID: 983 889 807

Password: 077707

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Trustees Present

Badawi Dweik (remote), Kathleen Crawford (remote), Matthew Yezukevich (remote), Reem Ozone (remote), Sergio Martin (remote), Susanna Girard (remote)

Trustees Absent

None

Guests Present

Annie Azarloza (remote), Ben Dyer (remote), Christiana Benson (remote), Heidi Berkowitz (remote), Karen Calvert (remote), Kayla Leary (remote), Krisan Pope (remote), Lori Obenchain (remote), Mark Logan (remote), Matt Harrington (remote), Mike Cournoyer (remote)

I. Opening Items

A. Record Attendance

The meeting was opened remotely and confirmed that all voting members were able to hear the meeting as well as be heard.

B. Call the Meeting to Order

Kathleen Crawford called a meeting of the board of trustees of Foxborough Regional Charter School to order on Wednesday Apr 8, 2020 at 7:35 AM.

II. Leadership Report

A. COVID-19 – April Vacation and Remote Learning Vote

Matthew Yezukevich made a motion to adopt option 1 canceling April vacation and hold virtual learning on Tuesday through Friday of that week.

Reem Ozone seconded the motion.

FRCS Option 1 (Recommendation from the School Administration):

Continue with remote learning during April break (Tuesday-Friday, as Monday is a state holiday).

If so, we do not need to go to the 185th day (June 23), but rather to the 181st day.

Since we had one snow day in December and we had state-approved blizzard bags in place for 6 days of learning that count as school days, our last day would be Wednesday, June 17th.

- The School Administration believes remote learning will have completed its second week after a "long" instructional absence. We want to capitalize on the structure and routine.
- Should we have MCAS, additional instruction in April serves our students better leading up to the exams, rather than have the days in session well after MCAS has ended.
- With stay at home advisories, significant travel restrictions, hotels closed, etc., most, if not all, families will be home.
- Late June makeup days are rarely productive. Students and families are in "summer" mode.
- This is the same rationale for upcoming AP exams.

FRCS Option 2:

Keep April vacation as a no learning week. School must be in session to the 185th day. The last school day would be Tuesday, June 23rd.

The pros and cons of both options was debated by the board with the administration answering questions.

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

Roll Call

Badawi Dweik	Aye
Kathleen Crawford	Aye
Reem Ozone	Aye
Sergio Martin	Aye
Susanna Girard	No
Matthew Yezukevich	Aye

III. Committees

A. Enrollment

Nothing at this time was discussed

B. Facility

Nothing at this time was discussed

C. Finance

Nothing at this time was discussed

D. Governance

Nothing at this time was discussed

E. Foxborough Regional Charter School Foundation

Nothing at this time was discussed

IV. Special Reports

A. Partners In Education (PIE) Report

Nothing at this time was discussed

B. English Learner Parent Advisory Committee (ELPAC) Report

Nothing at this time was discussed

C. Special Education Parent Advisory Committee (SEPAC) Report

Nothing at this time was discussed

V. 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 8:12 AM.

Respectfully Submitted,
Susanna Girard

The motion to adjourn was made by Badawi Dweik and seconded by Matthew Yezukevich which passed unanimously by a roll call vote.

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.

Coversheet

Approval of Minutes: 14APR2020

Section: VIII. Closing Items
Item: D. Approval of Minutes: 14APR2020
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board of Trustees Meeting on April 14, 2020

APPROVED



Foxborough Regional Charter School

Minutes

Board of Trustees Meeting

Date and Time

Tuesday April 14, 2020 at 7:30 AM

Location

Virtual

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Trustees Present

Badawi Dweik (remote), Kathleen Crawford (remote), Matthew Yezukevich (remote), Sergio Martin (remote), Susanna Girard (remote)

Trustees Absent

Reem Ozone

Guests Present

Ben Dyer (remote), Christiana Benson (remote), Dave Elsner, Karen Calvert (remote), Kayla Leary (remote), Mark Logan (remote), Matt Harrington (remote)

I. Opening Items

A.

Record 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 Apr 14, 2020 at 7:33 AM.

The meeting kicked off by confirming all board members were able to hear and respond using the features of the zoom meeting.

II. Leadership Report

A. Remote Learning Update

We are still awaiting word from the Legislature on what sort of discretion they will give the Commissioner on 2020 MCAS exams.

Councilors are working on supporting Juniors & Seniors whom are in a different spot given the switch to virtual learning. Teachers are constantly reviewing and assessing based on feedback from families. We are finding some families struggling with technology. Families are finding it difficult to help their children while working themselves. Teachers are recalculating assignment times as assignments appear to be taking longer than estimated. Families are finding the number of sites being visited overwhelming. There is feedback from some families that there are not enough assignments while others feel there are to many.

The school is working on moving to Google Hangouts in stead of Zoom.

B. FRCS College and Career Programming

Dave Elsner explained the program which is included in the board packet.

- Thanks to Deb Hilton, Juliet Cotsworth, Nancy Lebronk & Megan Monahan for all of their efforts
- We have added a position to the High School to support the program which has been very helpful.
- The FRCS mission statement is supported by this program
- The target is to get ready for career development whether that leads students to college or vocational/military paths in life.
- The class of 2021 will be our leading cohort for this program.

III. Committees

A. Enrollment

On boarding the new kindergarten class has been delayed due to the pandemic. We have remotely registered 151 students for grade k.

B. Facility

There is an agenda item to highlight FY21 capital project priorities. However, given the state of the budget, we are still adjusting how much investment we can commit for the upcoming year. This will be an ongoing report and Mark will provide additional info in the coming weeks.

One project that is moving forward this spring is completing the playground. This includes removing all elements at the MS/HS and reinstalling in the new ES area. New surfacing and additional general area improvements. Expected completion date is mid/late June.

The SAN Server: The new cost was \$298,000 and the order has been placed.

C. Finance

Monthly Financials: We have seen a slight reduction in our per pupil comparing Q3 to Q2. This is pre-Coronavirus impact, directly related to a decrease in some districts' Above Foundation Rate contributions. We do not expect any additional adjustments through the end of the year.

FY21 Draft Budget: We have made several adjustments from the previously-submitted budget to propose a balanced budget. These adjustments include:

· Special Education FTE	(41,800)
· HS Textbooks & Instructional Materials	(5,000)
· Grounds Maintenance & Snow Plowing	(30,000)
· Operations Office Supplies	(1,000)
· IT Licenses	(40,000)
· Capital - HVAC	(100,000)
· Parking/Exterior Improvements	(200,000)
· Building Security	(13,200)

A revised budget overview spreadsheet is included in the packet. However, we are not proposing a vote on this budget.

We are also developing a draft budget that reflects no increase in state revenue. This level-funded budget requires \$1.4M in adjustments over our most recently developed balanced budget. We have identified several areas and will be finalizing this budget version next week. Some of the items on the table:

- Increase student enrollment
- Increase transportation reimbursement based upon current year expenditures
- Eliminate several new positions requests
- Maintain the 65% health insurance contribution

- Reduce average salary increases
- Reduce capital by eliminating and/or reducing the scope of projects
- Several others being discussed

Mark will send the level-funded budget with specific adjustments once complete. The Bus Service is requesting that we pay 82.5% against the contract. The school is requesting confirmation that they will not be laying off employees if we make this payment.

D. Governance

Mark Logan's contract is coming to an end in June. Reem and Kathleen will work with him on a new contract.

E. Foxborough Regional Charter School Foundation

The status of the Golf Tournament & Carnival are unknown at this time due to the pandemic.

IV. Community Reports

A. Partners In Education (PIE) Report

Nothing to report at this time.

B. English Learner Parent Advisory Committee (ELPAC) Report

Nothing to report at this time.

C. Special Education Parent Advisory Committee (SEPAC) Report

Nothing to report at this time.

V. New Business

A. New Business

Nothing at this time

VI. 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 8:46 AM.

Respectfully Submitted,
Susanna Girard

The motion to adjourn was made by Sergio Martin and seconded by Badawi Dweik which passed unanimously by a roll call vote.

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.