



Foxborough Regional Charter School

Board Meeting

Session 2

Amended on June 16, 2022 at 8:34 AM EDT

Date and Time

Tuesday June 14, 2022 at 7:00 PM EDT

Location

Foxborough Regional Charter School
MS Media Center
131 Central Street
Foxborough, MA 02035

Meeting Format

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

During the meeting, the Board follows the published agenda and works through business. Audience members are not part of the formal discussion or deliberations, but may raise their hand to add brief comment or ask clarifying questions. Meetings start promptly on time as noted on the agenda.

In person details:

- Please Review [COVID Guidelines](#) if you are attending in person

- Please Enter through the District Main Office
- Please remember to sign in upon arrival

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:00 PM
A. Attendance		Susanna Girard	
B. Call the Meeting to Order		Kathleen Crawford	
II. Board Business			
A. Update 25MAY2022 School Stay Put Order	FYI	Kathleen Crawford	
B. Leadership structure FY23	Discuss	Kathleen Crawford	
C. Board Committee Task Force	Discuss	Susanna Girard	
General Update			
III. Leadership Report			
A. Leadership Report	Discuss	Annie Azarloza	
FRCS College Prep Program			
B. 2022-2023 School Calendar	Vote	Annie Azarloza	
Changes since last approval: Added May 12 as an additional half PD day for staff			
C. Personnel Update	Discuss	Julia Garcia	
IV. Community Group Updates			
A. English Language Parent Advisory Committee (ELPAC)	FYI	Lori Obenchain	
B. Parent Advisory Group (PAG)	FYI		
C. Partners in Education (PIE)	FYI		

	Purpose	Presenter	Time
D. Special Education Parent Advisory Committee (SEPAC)	FYI	Lori Obenchain	

V. Committees

A. Appeals	Discuss	Susanna Girard	
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- General Committee Update (Girard)
- Current Enrollment (Berkowitz)
- Open Actions:
 - Scope: Target Completion Date is by 01AUG2022
 - Set regular schedule of meetings: Target completion date 15JUL2022

B. Diversity, Equity & Inclusion	Discuss	Anissia Vixamar	
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- General Committee Update
- Open Actions:
 - Scope: Target Completion Date is by 01AUG2022
 - Set regular schedule of meetings: Target completion date 15JUL2022

C. Facilities	Discuss	Badawi Dweik	
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- General Committee Update (Dweik)
- Project Updates (Azarloza)
 - ES Flooring
 - MS Roof
 - ES Gym Roof
 - ES Lobby/Rot Corrosion
- Open Actions:
 - Scope: Target Completion Date is by 01AUG2022
 - Set regular schedule of meetings: Target completion date 15JUL2022

D. Finance	Vote	Matthew Yezukevich	
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- General Committee Update (Yezukevich)
- Current Budget Trends (Calvert)

	Purpose	Presenter	Time
<ul style="list-style-type: none"> • FY2022 End of Year Expenditures - VOTE • FY2023 Budget - VOTE • Open Actions: <ul style="list-style-type: none"> ◦ Scope: Target Completion Date is by 01AUG2022 ◦ Set regular schedule of meetings: Target completion date 15JUL2022 			
E. FRCS Foundation Inc	Vote	Susanna Girard	
<ul style="list-style-type: none"> • General Committee Update (Girard) • Financial Update (Crawford) • Consider the Foundation as a Free Standing committee without Board of Trustee oversight. This vote would remove the FRCS Foundation Inc as a sub-committee of the Board of Trustees. (Vote) • Open Actions: <ul style="list-style-type: none"> ◦ Scope: Complete ◦ Set regular schedule of meetings: Last Monday of the month at 8am 			
F. Governance	Discuss	Susanna Girard	
<ul style="list-style-type: none"> • General Committee Update <ul style="list-style-type: none"> ◦ Request we schedule a training for all trustees ◦ Request we schedule deep dive with SLT to review the FRCS mission • Open Actions: <ul style="list-style-type: none"> ◦ Scope: Target Completion Date is by 01AUG2022 ◦ Set regular schedule of meetings: Target completion date 15JUL2022 			
G. Staff Recruitment & Retention	Discuss	Todd Tetreault	
<ul style="list-style-type: none"> • General Committee Update • Open Actions: <ul style="list-style-type: none"> ◦ Scope: Target Completion Date is by 01AUG2022 ◦ Set regular schedule of meetings: Target completion date 15JUL2022 			

	Purpose	Presenter	Time
H. Student Recruitment & Retention	Discuss	Ramona Royal	

- General Committee Update
- Open Actions:
 - Scope: Target Completion Date is by 01AUG2022
 - Set regular schedule of meetings: Target completion date 15JUL2022

VI. Policy Review

A. First Reading of New/Changing Policies	Discuss	Susanna Girard
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- Board Committee Eligibility & Participation Policy
- Board Committee Selection Process

B. Second Reading of New/Changing Policies	Vote	Dana Benton-Johnson
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- Code of Conduct
- Student Handbook

C. Third Reading of New/Changing Policies	Vote	Julia Garcia
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- Employee Handbook

VII. Privilege of the Floor

VIII. Closing Items

A. Approval of Minutes: Board Committee Task Force 06MAY2022	Vote	Susanna Girard
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Vote of Kathleen Foley & Susanna Girard if present

B. Approval of Minutes: 12APR2022	Vote	Susanna Girard
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	Purpose	Presenter	Time
C. Approval of Minutes: 27APR2022	Vote	Susanna Girard	
D. Approval of Minutes: 10MAY2022	Vote	Susanna Girard	
E. Approval of Minutes: 23MAY2022	Vote	Susanna Girard	
F. Vote to Adjourn	Vote	Kathleen Crawford	
G. Adjourn Meeting	Discuss	Kathleen Crawford	

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

Leadership structure FY23

Section:	II. Board Business
Item:	B. Leadership structure FY23
Purpose:	Discuss
Submitted by:	
Related Material:	Scope of Work- ED Consultant.docx

SUMMARY OF ROLE

Advisor to the Co-Interim Executive Directors

The Advisor to the Co-Interim Executive Directors provides guidance on oversight of daily operations and the long-range planning of a school district.

ROLE COMMITMENTS

Hourly Commitment

Up to 16 hours a week of in person, telephone and virtual support

Standard Meeting Commitments

- Weekly meetings with Co-Interim Executive Directors to support district-wide work streams, including creating operating principles for decision-making.
- Weekly meetings with the Vice Chair of the Board of Trustees and the Co-Interim Executive Directors to report out/update on district-wide work streams.
- Weekly meetings with the Executive Cabinet to create and monitor the implementation of a strategic Theory of Action for change management (e.g., SMARTIE goals).
- Biweekly/Monthly Board of Trustee Meetings (as needed)

Reporting/Communication

The Advisor to the Co-Interim Executive Directors will have a direct line to the Board of Trustees for the purpose of updating progress on district-wide work streams (e.g., culture, communication, change management, HR, and academics).

Crisis Support

On call support for emergency situations with staff, students, facilities etc.

ROLE WORK STREAMS

Culture

- Define, outline, and clarify roles and responsibilities for support of staff
- Execute change management
- Facilitate and oversee implementation of antiracism policy
- Review existing structure and roles
- Build team, trust and relationships
- Support senior leadership growth and professional learning

Teaching and Learning

- Progress monitor building level improvement plans to ensure they are on track to meet SMARTIE goals
- Create processes for data analysis to inform decision-making
- Develop tools in order to ensure that curriculum resources are culturally responsive, and inclusive

Human Resources

- Develop recruitment, retention, hiring and onboarding processes in alignment with the district's anti-racist policy
- Adopt staff evaluation rubrics and tools including protocols
- Review salary schedules, pay transparency, and vacation policies through an antiracism lens

Communication

- Create protocol for board communication
- Establish channels of communication for staff
- Identify strategies for soliciting feedback and folding feedback into action steps for change

Board Education

- Provide resources and learning opportunities to board members regarding topics that the district prioritizes
- Facilitate the outsourcing of professional development/learning sessions on effective board leadership
- Organize events for board members to engage with SLT members, staff, students and families for the purpose of building relationships.

Coversheet

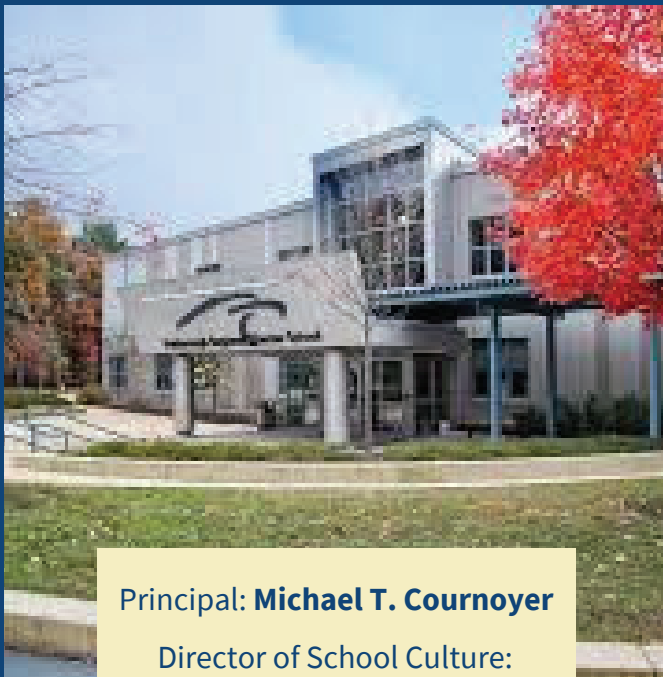
Leadership Report

Section: III. Leadership Report
Item: A. Leadership Report
Purpose: Discuss
Submitted by:
Related Material: FRCS College Preparation Program .pdf



College Preparation Program

FRCS SCHOOL COUNSELING DEPARTMENT



Principal: **Michael T. Cournoyer**

Director of School Culture:
Dana Benton-Johnson

WELCOME

College Preparation Program

Ms. Nancy A. LeBlanc,

School Counselor Coordinator

Mrs. Leeanna H. Brown,

High School Counselor

Ms. Marcia Sweeney,

Administrative Assistant



Tonight's Agenda

- 1 **Welcome**
- 2 **Advisory, AP, Naviance**
- 3 **College testing, visits & timelines**
- 4 **Application process, readiness, systemic leadership**
- 5 **Systemic leadership, SIE & Dual Enrollment**
- 6 **VHS & Elementary Ed student teaching**
- 7 **STEM Honors Diploma**
- 8 **Networking for Job Shadow & Internships**
- 9 **Rosetta Stone & Scholarships**
- 10 **Data, Class of '22 Colleges, & Testimonials**



Systemic Advisory/ Advising Curriculum

- Curriculum in Academic, Career & Personal Social Lessons
- Systemic grades 9-12
- Naviance leading web-based college & career search tool
- Peer Career Presentations Grade 9
- Career Fair Grade 10
- Common Application Project Grade 11
- Senior Advising



Advanced Placement

FRCS offers 20 Advanced Placement (AP) opportunities overall!

FRCS Educators are trained through the CollegeBoard Scholars who earn qualifying scores on the AP exams are eligible for college credit



AP Testing Week(s) May 2022

Naviance

Web-based system for:

- College and career search
- All students have accounts-[Click here to log into Naviance](#)
- Juniors completed various projects and pages in system
 - Resume
 - Common Application match
 - Colleges I'm Thinking About/ Colleges I'm Applying To Listing
 - Career interest surveys
 - Super Match College Search Tool

Naviance is our primary vehicle for the college admission process:
-School information for college applications will be sent via Naviance
Teacher letters of recommendations requested and sent via Naviance

College Admission Testing Prep

- Pre-ACT Spring of Sophomore Year
- PSAT Fall of Junior Year
- Free Virtual Assessments through the Princeton Review
- Concordance table Junior Year
- Focused practice in Khan Academy Junior year
- SAT's Offered at FRCS 5 times per year



College Admissions Testing

SAT and ACT

[Click here for the SAT website](#)

[Click here for the ACT website](#)

[Click here for concordance table published](#)

What to bring on test day:

- Your Admission Ticket
- Your Photo ID (Driver's license, passport, or School ID)
- Approved Calculator
- #2 Pencils

More and More Colleges are not requiring a test

[Click here for more info on test optional](#)

1750 Colleges and Universities no longer require SAT or ACT

•If you test well, can be to your advantage to submit your test scores!

College Visits

- September - November Colleges Visit FRCS during LEGO
- School Counselor Department hosts a College Panel
- Reverse Alumni College Fair
- Excused Absences for College Visits
- Research on Naviance in College Lookup, Scattergrams, College Search platforms, Career interest inventories, and Resume development
- Individualized Junior College Planning meeting with student and family
- Field trips to Colleges of the Fenway, Bridgewater State, & UMass Dartmouth



Timelines

**Make a schedule
suggested/required timelines**

[Click here for the College Admissions Handbook](#)

[Click here for the FRCS College Visit Form](#)

[Click here for the Common Application Instruction Packet](#)

Create a calendar for year:

- College visits
- Applications due dates
- Financial aid submission
- College testing dates (SAT/ACT)

**Coordinate directly with Higher Ed for
key dates:**

- Financial aid
- Registration for Visits/Open Houses Interviews



FRCS Application Process

Senior Advising Class

[Click here for the senior year timeline](#)

[Click here for the college application procedure](#)

[Click here for the senior Advising Calendar](#)

Key Points

- Do not miss application deadlines
- Proofread applications (grammar, spelling ...)
- Match Common App and Naviance
- Update Naviance at least four weeks before application due
- Mid-Term 1 grades will be posted to transcripts in mid October



Readiness

[Click here for the ASCA: Mindsets & Behaviors:](#)

Discuss expectations (student and family)

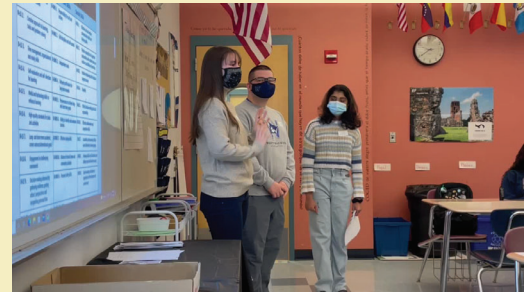
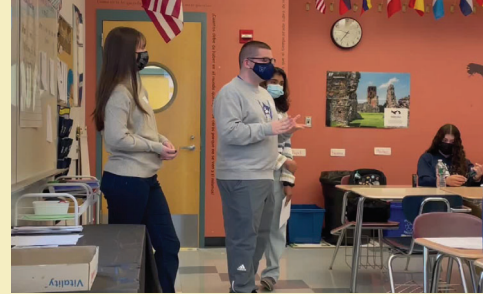
- Organization and planning
 - Communication
 - Budget
- Consider next steps for young adult
 - Academic
 - Financial
 - Social/Personal
- Decision making (motivation, accountability, self-discipline)



Alumni Systemic Leadership



F
R
C
S



Senior Independent Enrichment

This capstone project allows select scholars to design their own research project pertaining to something they would like to pursue in college.

Scholars create their own syllabus, project, experiment, and research paper

Program concludes in a presentation for a panel of educators and administrators

This can be considered an applied experience for the college admission process and requires a tremendous amount of self motivation, perseverance, and grit!



**Rua Alrashid, Senior,
Class of 2022**



Dual Enrollment

Dual Enrollment is an opportunity to take a course outside the FRCS Curriculum and receive both high school AND college credit.

Open to Juniors and Seniors

Must have GPA of 3.0 or higher

Scholars will have a block during the school day to complete their work asynchronous

Some of our scholars are a semester ahead when they begin college!



Tayla Alfred, FRCS Class of 2022 is dually enrolled at FRCS and Bristol Community College!



Virtual High School

Virtual High School allows scholars to take a course outside of FRCS curriculum for High School credit.

Open to Juniors and Seniors

Scholars will have a block during the school day to complete their work asynchronous



Liam Robichaud, Class of 2023

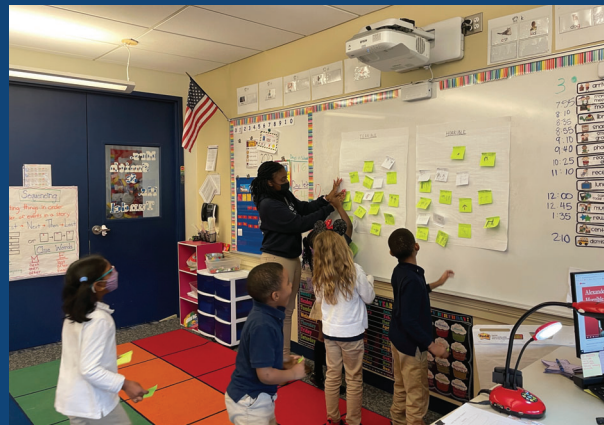


Elementary Education Practicum - Student Teaching

We partner with FRCS Elementary School to offer scholars interested in becoming a teacher applied classroom experience.

**Open to Juniors and Seniors
Learn to create lesson plans & activities**

Keep weekly reflective journal



Jada Pressat (Class of 2023) Spring 2022: Elementary Teacher: Nicole Smith

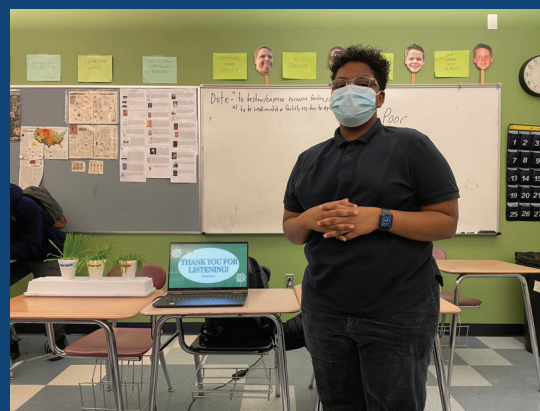


STEM Honors Diploma

Scholars in the STEM Honors Diploma pathway can receive a second diploma at graduation!

**Scholars follow a rigorous pathway inclusive of honors and AP curriculum
Keep an overall weighted average in all HS courses of at least 83**

**Complete a science fair research project all four years and a fifth lab science course
Complete one non-STEM AP course**



Naser Abdelhadi Science Fair
FRCS Class of 2025



LEGO Networking for Job Shadow & Internships & Employer Development

- LEGO Instruction around How to Network for a Job Shadow or Internship
- Employer Development with Sturdy Hospital & Pristine Engineering



Doralexa Francios,
Class of 2025



Rosetta Stone

After completing AP Spanish, FRCS scholars can master a third language!

**Learning happens online -
Independence a must!**

**Scholars can select the language of their choice
Scholars will complete a project that will allow them to reflect,
reinforce, and expand their knowledge of the language learned.**



Scholarships

**•“Local” first for scholarships –
FRCS Scholarships: Department of Outreach and
School Counselor Coordinator**

- **Scholarships from sending districts**
- **Employers, community organizations, etc.**
- **Scholarship websites and national databases**
 - **College websites**
 - **Local Organizations**

***Ask about
discounts/waivers for
tuition or fee reduction!***

**[Click here for the New
England “Tuition Break”
program](#)**



Scholarships

FRCS Scholarships 2022

Dr. Jacqueline E. McDermott, FRCS Alumni Class of 2008.
Dr. McDermott received her Ph.D. in Cell and Molecular
Biology from Brandeis University in 2018.

She is the:

Associate Director of Graduate Diversity and Inclusion
College of Engineering - Graduate Education
Purdue University





DATA: Class of 2022

- **75% of FRCS graduates engaged in Advanced Placement during high school as compared to the national average in 2018 of 39%**
- **More than half of the class (59%) took on the challenge of independent, online learning through Virtual High School, Rosetta Stone Languages, Senior Independent Enrichment, Elementary Ed, and/or Dual Enrollment**
- **9 students took on Dual Enrollment courses with local community colleges during senior year earning both high school and college credit. Up 85% from last year. We have had a fully immersed dual enrollment student the past three years at FRCS**
- **6 Seniors engaged in Senior Enrichment Programs. These experiences included: Fictional Writing, Stocks 101, Cancer within the African Community, The Portrayal of Women & Film, Computational Origami, and the Theory & Hx of Musical Performance**
- **16 Students took on independent online courses through our Virtual High School program, immersing in courses outside the FRCS curriculum**
- **16 Students took on online courses in world languages. Languages included: Korean, Portuguese, German, French, Japanese, Hindi, Italian, and Russian. All these students passed Spanish at the Advanced Placement level**



DATA: Class of 2022

- **Seniors sent 807 applications to 196 colleges and universities. Admissions included a very diverse set of public and private colleges across New England and beyond in certificate, two-, and four-year programs**
- **90% of the graduating class will attend 2 or 4 year colleges and universities**
- **13.5% will attend 2 year Community Colleges**
- **76.5% will attend 4 year Private and Public Universities**
- **10% will be exploring work and GAP year options**
- **63% will attend Public Universities and Colleges**
- **37% will attend Private Universities**
- **1 Student will attend Tufts University**
- **Our Valedictorian will attend Harvard University**



ENTER TO LEARN ...



EXIT TO LEAD!



THANK YOU!

School Counseling Team

Nancy LeBlanc, nleblanc@foxboroughrcs.org

Leeanna Brown, lbrown@foxboroughrcs.org



Coversheet

2022-2023 School Calendar

Section: III. Leadership Report
Item: B. 2022-2023 School Calendar
Purpose: Vote
Submitted by:
Related Material: 2022 - 2023 Key Dates Calendar.docx.pdf



2022-2023 School Year Schedule of Key Dates and Holidays

July 4, 2022	Independence Day
August 24- 25, 2022	New Hire Orientation
August 29, 2022 – September 2, 2022	Faculty and Staff Orientation
September 5, 2022	Labor Day (No School)
September 6, 2022	First Day of School for Grades K, 1, 5, 9
September 7, 2022	Grades K-12 Report to School
October 10, 2022	Indigenous Peoples’ Day (No School)
October 14, 2022	½ Day, ½ PD Day
November 11, 2022	Veteran’s Day (No School)
November 23-25, 2022	Thanksgiving Break
December 23, 2022	½ Day Before December Vacation
December 24- January 2, 2023	December Vacation Week
January 3, 2023	Return from December Vacation
January 16, 2023	Martin Luther King Jr. Day (No School)
January 20, 2023	½ Day, ½ PD Day
February 20-24, 2023	February Vacation Week
April 7, 2023	Good Friday (No School)
April 14, 2023	½ Day, ½ PD Day
April 17-21, 2023	April Vacation Week
May 12, 2023	½ Day, ½ PD Day
May 29, 2023	Memorial Day (No School)
June 19, 2023	Juneteenth (No School)
June 20, 2023	Last Day of School (½ Day)
June 27, 2023	Last Day of School (½ Day; 5 Snow Days)

Coversheet

Finance

Section: V. Committees
Item: D. Finance
Purpose: Vote
Submitted by:
Related Material: FY2023 Budget Proposed Roll up.pdf
May 2022 Budget to Actual Summary with FY23 Budget.pdf
May 2022 Balance Sheet Summary.pdf
May 2022 Budget to Actual Comparative (1).pdf

Financial Report - Budget to Actual (Detail)

	REVISED <u>FY2023</u> PROJECTED <u>Budget</u>
REVENUES	
<u>Per Pupil Tuition</u>	
10 000 4120 0000 0000 DOE PER PUPIL TUITION	27,462,500.00
Per Pupil Tuition	27,462,500.00
<u>Federal Grants/Reimbursements</u>	
10 610 4210 0000 0000 OTHER GRANT REV (TOTAL FEDERAL ENTITLEMENT GRANTS)	905,472.00
Federal Grants/Reimbursements	905,472.00
<u>State Grants/Reimbursements</u>	
<u>Other Grant Revenues</u>	
10 410 4370 0000 0000 FEDERAL E-RATE REIMBURSEMENT	70,000.00
OTHER REIMBURSEMENT	70,000.00
<u>Food Service Program</u>	
10 350 4310 0000 0000 FOOD PROGRAM FEES	210,000.00
10 350 4320 0000 0000 STATE FOOD SERVICE SUBSIDY	11,000.00
10 350 4325 0000 0000 FEDERAL FOOD SERVICE SUBSIDY	300,000.00
10 350 4327 0000 0000 NUTRITION REIMBURSEMENT	
Food Service Program	521,000.00
<u>Extended Day Program</u>	
10 370 4880 0000 0000 EXTENDED DAY FEES	
Extended Day Program	
<u>Transportation Program</u>	
10 360 4350 0000 0000 TRANSPORTATION REIMBURSEMENT	300,000.00
10 360 4860 0000 0000 TRANSPORTATION PROGRAM FEES	601,072.00
Transportation Program	901,072.00
<u>Building Rental Revenue</u>	
10 420 4360 0000 0000 BUILDING RENTAL REVENUE	60,000.00
Building Rental Revenue	60,000.00
<u>Other Revenues</u>	
10 110 4815 0000 0000 APPLICATION & ADMIN FEES	6,500.00
10 110 4890 0000 0000 MISCELLANEOUS INCOME	15,000.00
10 130 4820 0000 0000 INTEREST INCOME	9,000.00
10 130 4822 0000 0000 DEBT SERVICE RESERVE INTEREST	
10 130 4825 0000 0000 CHANGE IN MARKET VALUE-DSRF	
10 200 4855 0000 0000 STUDENT ACTIVITY FEES	
10 200 4870 0000 0000 FIELD TRIP INCOME	25,000.00
10 220 4875 0000 0000 NATURE'S/CODY CLASSROOM	0.00
10 230 4895 0000 0000 YEARBOOK REVENUE	
10 242 4877 0000 0000 MUSIC INSTRUMENT RENTAL FEE	
10 320 4853 0000 0000 ATHLETIC FEES	20,000.00
10 330 4810 0000 0000 SERVICE LEARNING FUNDRAISER (SPIRIT DAY)	0.00

Other Revenues	75,500.00
Total Revenues	29,995,544.00

EXPENSES**Personnel**Administration & Finance

Admin & Finance/Adjustments	874,585.00
HR/Adjustments	239,950.00
Outreach/Adjustments	401,230.00
Administration & Finance	1,515,765.00

Teaching & Learning

T&L Admin/Curriculum/Subs/Adjustments	1,184,797.00
ES Salaries/Stipends/Adjustments	3,443,545.00
MS Salaries/Adjustments	2,096,528.00
HS Salaries/Adjustments	2,663,604.00
SPED/ELE Salaries/adjustments (TO BE REASSIGNED)	2,693,475.00
Teaching & Learning	12,081,949.26

Student Activities

CULTURE/DISCIPLINE Salaries/Adjustments	1,400,920.00
Nursing Salaries/Adjustments	303,912.00
10 320 5140 0000 0000 ATHLETICS STIPEND	60,000.00
10 325 5140 0000 0000 ACADEMIC COMPETITIONS/STUDENT ACTIVITIES STIPEND	58,000.00
10 350 5155 0000 0000 FOOD SERVICE SALARIES	202,700.00
10 350 5155 0000 7001 FOOD SERVICE WAGES(1) P Greene	63,620.00
10 350 5169 0000 0000 PERSONNEL COMP PLAN (place holder)	11,000.00
10 360 5115 0000 7100 TRANSPORTATION MANAGER Jean	69,380.00
10 360 5158 0000 0000 CROSSING GUARD & DRIVER SALARIES	10,500.00
10 360 5159 0000 0000 PUPIL SERVICE DRIVERS	20,500.00
10 360 5169 0000 0000 PERSONNEL COMP PLAN (place holder)	3,125.00

Student Activities**2,203,657.00**Operations

Operations Salaries/adjustments	821,365.00
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Grants

New Position Ben Dyer Title I	72,000.00
10 610 5132 2401 5571 PARAPROFESSIONALS SPED (1)	397,300.00
10 610 5132 2401 5572 PARAPROFESSIONALS SPED(2)	
10 610 5132 2401 5573 PARAPROFESSIONALS SPED(3)	
10 610 5132 2401 5574 PARAPROFESSIONALS SPED(4)	
10 610 5132 2401 5576 PARAPROFESSIONALS SPED(6)	
10 610 5132 2401 5577 PARAPROFESSIONALS SPED (7)	
10 610 5132 2401 5578 PARAPROFESSIONALS SUB SEP(8)	
10 610 5132 2401 5579 PARAPROFESSIONALS SPED (HS) (9)	
10 610 5132 2401 5580 PARAPROFESSIONALS SPED (MS)(10)	
10 610 5132 2401 5581 PARAPROFESSIONALS ACADEMIC SUPPORT (MS) (11)	

10 610 5132 2401 5582 PARAPROFESSIONALS ACADEMIC SUPPORT (HS) (12)

Grants	469,300.00
Subtotal Personnel	17,092,036.26

Operating CostsAdministration & Finance

10 100 5770 0000 0000 SCHOOL BOARD LIABILITY INSUR	12,360.00
10 100 5780 0000 0000 BOARD EXPENSES	200,000.00
10 100 5781 0000 0000 RESERVE FUND	15,000.00
10 110 5270 0000 0000 COPIER MAINTENANCE	36,000.00
10 110 5275 0000 0000 COPIER RENTALS/LEASES	58,785.00
10 110 5276 0000 0000 POSTAGE METER RENTAL EXPENSE	4,120.00
10 110 5305 0000 0000 BAD DEBT EXPENSE	7,500.00
10 110 5317 0000 0000 PAYROLL SERVICES	35,000.00
10 110 5318 0000 0000 BANK CHARGES	1,750.00
10 110 5320 0000 0000 SCHOOL RESOURCE OFFICER	46,350.00
10 110 5345 0000 0000 PRINTING EXPENSE	500.00
10 110 5350 0000 0000 ADVERTISING/PUBLIC RELATIONS	3,000.00
10 110 5355 0000 0000 POSTAGE/SHIPPING	20,000.00
10 110 5420 0000 0000 A&F OFFICE SUPPLIES	4,000.00
10 110 5425 0000 0000 A&F COPIER SUPPLIES	500.00
10 110 5450 0000 0000 A&F FURNITURE & EQUIPMENT	1,500.00
10 110 5710 0000 0000 TRAVEL EXPENSE	300.00
10 110 5715 0000 0000 TRAVEL ALLOWANCE	4,326.00
10 110 5725 0000 0000 A&F DUES & SUBSCRIPTIONS	89,500.00
10 110 5726 0000 0000 A&F FEES & LICENSES	3,760.00
10 110 5730 0000 0000 A&F MEETINGS & CONFERENCES	1,000.00
10 120 5310 0000 0000 LEGAL	26,214.00
10 130 5314 0000 0000 CREDIT REVIEW SERVICES	4,600.00
10 130 5315 0000 0000 BUSINESS CONSULTING SERVICES	18,500.00
10 130 5316 0000 0000 AUDIT SERVICES	30,900.00
10 130 5420 0000 0000 FINANCE OFFICE SUPPLIES	2,000.00
10 130 5435 0000 0000 SOFTWARE MAINTENANCE	30,000.00
10 130 5730 0000 0000 FINANCE PROFESSIONAL DEVELOPMENT	3,000.00
10 140 5320 0000 0000 HR CONTRACTED SERVICES(software & HRK)	22,500.00
10 140 5350 0000 0000 HR ADVERTISING/RECRUITING	6,850.00
10 140 5420 0000 0000 HR OFFICE SUPPLIES	300.00
10 140 5515 0000 0000 HR MATERIALS	1,000.00
10 140 5730 0000 0000 HR PROFESSIONAL DEVELOPMENT	1,000.00
10 150 5771 0000 0000 GENERAL LIABILITY INSUR	32,470.00
10 150 5772 0000 0000 PROPERTY INSUR	51,480.00
10 150 5773 0000 0000 VEHICLE INSURANCE	6,050.00
10 150 5775 0000 0000 UMBRELLA INSUR	12,000.00
10 170 5386 0000 0000 O&D WEBSITE	7,210.00
10 170 5420 0000 0000 O&D OFFICE SUPPLIES	2,060.00
10 170 5450 0000 0000 OUTREACH & DEVELOPMENT FURNITURE & EQUIPMENT	515.00

10 170 5515 0000 0000 O&D OUTREACH MATERIALS	1,545.00
10 170 5725 0000 0000 O&D DUES	515.00
10 170 5730 0000 0000 O&D PROFESSIONAL DEVELOPMENT	3,090.00
10 170 5782 0000 0000 O&D OPEN HOUSE	1,030.00
10 170 5783 0000 0000 O&D OTHER EXPENSES	4,635.00
Administration & Finance	814,715.00
<u>Teaching & Learning</u>	
10 200 5420 0000 0000 T&L OFFICE SUPPLIES	2,060.00
10 200 5425 0000 0000 T&L COPIER SUPPLIES	30,000.00
10 200 5450 0000 0000 T&L FURNITURE & EQUIPMENT	1,442.00
10 200 5514 0000 0000 ASSESSMENTS & TESTING	15,000.00
10 200 5515 0000 0000 T&L CURRICULUM MATERIALS	200,000.00
10 200 5720 0000 0000 T&L RECOGNITION & RETENTION	20,600.00
10 200 5730 0000 0000 T&L PROFESSIONAL DEVELOPMENT	35,000.00
10 200 5731 0000 0000 TUITION & TUITION REIMBURSEMENT	45,000.00
10 200 5735 0000 0000 T&L EVENTS	2,060.00
10 210 5375 0000 0000 ES TUTORING HOME & HOSPITAL	2,060.00
10 210 5420 0000 0000 K-4 OFFICE SUPPLIES	2,060.00
10 210 5450 0000 0000 K-4 FURNITURE & EQUIPMENT	1,545.00
10 210 5515 0000 0000 K-4 MATERIALS	45,000.00
10 210 5528 0000 0000 K-4 LIBRARY SUPPLIES	1,545.00
10 210 5535 0000 0000 K-4 HOMEWORK JOURNALS	1,339.00
10 210 5730 0000 0000 K-4 PROFESSIONAL DEVELOPMENT	5,000.00
10 210 5735 0000 0000 K-4 EVENTS & COMPETITIONS	515.00
10 210 5740 0000 0000 K-4 FIELD TRIPS	20,000.00
10 215 5520 0000 0000 COUNSELING SUPPLIES	515.00
10 220 5360 0000 0000 MS OUTSOURCED SERVICES	0.00
10 220 5375 0000 0000 MS TUTORING HOME & HOSPITAL	5,150.00
10 220 5420 0000 0000 MS OFFICE SUPPLIES	3,000.00
10 220 5450 0000 0000 MS FURNITURE & EQUIPMENT	3,000.00
10 220 5510 0000 0000 MS TEXTBOOKS	5,150.00
10 220 5514 0000 0000 MS ASSESSMENTS & TESTING	1,030.00
10 220 5515 0000 0000 MS INSTRUCTIONAL MATERIALS	15,000.00
10 220 5535 0000 0000 MS HOMEWORK JOURNALS	1,650.00
10 220 5730 0000 0000 MS PROFESSIONAL DEVELOPMENT	5,150.00
10 220 5735 0000 0000 MS EVENTS & COMPETITIONS	5,150.00
10 220 5740 0000 0000 MS FIELD TRIPS	15,000.00
10 220 5745 0000 0000 NATURE'S/CODY CLASSROOM	0.00
10 220 5785 0000 0000 MS ACADEMIC HONORS SOCIETIES	2,000.00
10 230 5362 0000 0000 YEARBOOK EXPENSE	1,545.00
10 230 5370 0000 0000 VIRTUAL HIGH SCHOOL	13,390.00
10 230 5375 0000 0000 HS TUTORING HOME & HOSPITAL	1,030.00
10 230 5420 0000 0000 HS OFFICE SUPPLIES	1,250.00
10 230 5450 0000 0000 HS FURNITURE & EQUIPMENT	3,000.00
10 230 5510 0000 0000 HS TEXTBOOKS	5,000.00
10 230 5514 0000 0000 HS ASSESSMENTS & TESTING	2,100.00
10 230 5515 0000 0000 HS INSTRUCTIONAL MATERIALS	15,000.00
10 230 5535 0000 0000 HS HOMEWORK JOURNALS	1,030.00

10 230 5730 0000 0000 HS PROFESSIONAL DEVELOPMENT	5,000.00
10 230 5735 0000 0000 HS EVENTS & COMPETITIONS	6,489.00
10 230 5740 0000 0000 HS FIELD TRIPS	9,000.00
10 230 5785 0000 0000 HS ACADEMIC HONORS SOCIETIES	1,545.00
10 260 5360 0000 0000 PUPIL SRVCS OUTSOURCED SERVICES	183,213.00
10 260 5420 0000 0000 PUPIL SERVICES OFFICE SUPPLIES	1,545.00
10 260 5438 0000 0000 PUPIL SERVICES INSTRUCTIONAL SOFTWARE	3,090.00
10 260 5440 0000 0000 PUPIL SRVCS INSTRUCTIONAL TECHNOLOGY	2,575.00
10 260 5450 0000 0000 PUPIL SRVCS FURNITURE & EQUIPMENT	2,575.00
10 260 5514 0000 0000 PUPIL SRVCS ASSESSMENTS & TESTING	5,150.00
10 260 5515 0000 0000 PUPIL SRVCS INSTRUCTIONAL MATERIALS	5,150.00
10 260 5520 0000 0000 BEHAVIOR INTERVENTION SUPPLIES	2,575.00
10 260 5730 0000 0000 PUPIL SRVCS PROFESSIONAL DEVELOPMENT	3,090.00
10 260 5784 0000 0000 SEPAC	515.00
Teaching & Learning	766,878.00
<u>Student Activities</u>	
10 300 5360 0000 0000 SCHOOL CULTURE & CLIMATE OUTSOURCED SERVICES	10,000.00
10 300 5420 0000 0000 SCHOOL CULTURE & CLIMATE OFFICE SUPPLIES	4,000.00
10 300 5450 0000 0000 SCHOOL CULTURE & CLIMATE FURNITURE & FIXTURES	5,000.00
10 300 5515 0000 0000 SCHOOL CLIMATE & CULTURE SUPPLIES & MATERIALS	20,000.00
10 300 5520 0000 0000 COUNSELING SUPPLIES	20,000.00
10 300 5730 0000 0000 SCHOOL CULTURE & CLIMATE PROFESSIONAL DEVELOPMENT	10,000.00
10 300 xxxx 0000 0000 SCHOOL CULTURE & CLIMATE Field trips	1,000.00
10 310 5380 0000 0000 SCHOOL PHYSICIAN FEE	1,000.00
10 310 5420 0000 0000 NURSING OFFICE SUPPLIES	1,545.00
10 310 5450 0000 0000 NURSING FURNITURE & EQUIPMENT	3,090.00
10 310 5500 0000 0000 NURSING HEALTH SUPPLIES	10,000.00
10 310 5725 0000 0000 NURSING DUES & CONFERENCES	4,325.00
10 320 5280 0000 0000 FACILITY/FIELD RENTAL	22,000.00
10 320 5330 0000 0000 ATHLETICS TRANSPORTATION	40,000.00
10 320 5385 0000 0000 ATHLETICS UMPIRES & REFEREES	15,000.00
10 320 5580 0000 0000 ATHLETICS SUPPLIES & EQUIPMENT	10,000.00
10 320 5585 0000 0000 ATHLETICS UNIFORMS	5,000.00
10 320 5725 0000 0000 ATHLETICS DUES & FEES	5,000.00
10 325 5735 0000 0000 ACADEMIC EVENTS & COMPETITIONS	25,750.00
10 330 5420 0000 0000 SERVICE LEARNING OFFICE SUPPLIES	1,500.00
10 330 5515 0000 0000 SERVICE LEARNING MATERIALS	6,500.00
10 330 5735 0000 0000 SERVICE LEARNING EVENTS & COMPETITIONS	20,000.00
10 330 5783 0000 0000 STUDENT ACTIVITY EXPENSE	0.00
10 330 5740 0000 0000 SERVICE LEARNING FIELDTRIPS	2,500.00
10 350 5420 0000 0000 FOOD SERVICE OFFICE SUPPLIES	515.00
10 350 5490 0000 0000 FOOD	510,880.00
10 350 5515 0000 0000 FOOD SERVICE MATERIALS & SUPPLIES	10,300.00
10 350 5726 0000 0000 FOOD SERVICE PERMITS	1,000.00

10 350 5735 0000 0000 FOOD SERVICE EVENTS & ACTIVITIES	30,000.00
10 360 5285 0000 0000 LEASE STUDENT ACTIVITY VAN	6,000.00
10 360 5330 0000 0000 OPS TRANSPORTATION	1,685,492.00
10 360 5335 0000 0000 SPED TRANSPORTATION	304,000.00
10 360 5420 0000 0000 TRANSPORTATION OFFICE SUPPLIES	2,060.00
10 360 5515 0000 0000 TRANSPORTATION MATERIALS & SERVICE	5,000.00
Student Activities	2,798,457.00
<u>Operations</u>	
10 410 5360 0000 0000 OPS OUTSOURCED SERVICES	20,000.00
10 410 5410 0000 0000 PPE SUPPLIES - COVID-19	5,200.00
10 410 5420 0000 0000 OPS OFFICE SUPPLIES	2,575.00
10 410 5450 0000 0000 OPERATIONS FURNITURE & EQUIPMENT	3,605.00
10 410 5730 0000 0000 OPS PROFESSIONAL DEVELOPMENT	2,060.00
10 420 5210 0000 0000 ELECTRIC	390,000.00
10 420 5215 0000 0000 GAS	100,000.00
10 420 5220 0000 0000 WATER	30,240.00
10 420 5225 0000 0000 OIL	8,000.00
10 420 5240 0000 0000 HVAC	130,000.00
10 420 5241 0000 0000 PLUMBING	20,000.00
10 420 5242 0000 0000 ELECTRICAL	35,000.00
10 420 5243 0000 0000 FIRE ALARM SYSTEM SERVICES	20,600.00
10 420 5245 0000 0000 SECURITY SYSTEM	17,000.00
10 420 5250 0000 0000 GROUNDS MAINTENANCE	65,000.00
10 420 5260 0000 0000 TRUCK LEASE	24,000.00
10 420 5290 0000 0000 CLEANING SERVICES \$250,000	350,000.00
10 420 5295 0000 0000 RUBBISH REMOVAL	43,260.00
10 420 5297 0000 0000 SNOW PLOWING	20,000.00
10 420 5340 0000 0000 TELEPHONE SERVICES	23,690.00
10 420 5341 0000 0000 COMMUNICATION MAINTENANCE	12,360.00
10 420 5390 0000 0000 AUTO REPAIR SERVICES	7,210.00
10 420 5460 0000 0000 BUILDING SERVICES/SUPPLIES	57,500.00
10 420 5470 0000 0000 CUSTODIAL SUPPLIES	40,000.00
10 420 5480 0000 0000 TOOLS	2,060.00
10 420 5726 0000 0000 LICENSE & REGISTRATION RENEWALS	1,400.00
10 450 5365 0000 0000 IT OUTSOURCED SERVICES	40,000.00
10 450 5367 0000 0000 IT PRINTER SERVICE/SUPPLIES	41,200.00
10 450 5386 0000 0000 IT COMMUNICATION SERVICES	180,000.00
10 450 5420 0000 0000 IT OFFICE SUPPLIES	3,090.00
10 450 5430 0000 0000 IT NETWORK SERVER SUPPLIES	48,410.00
10 450 5435 0000 0000 IT LICENSES & RENEWALS	200,850.00
10 450 5436 0000 0000 MICROSOFT SOFTWARE	17,510.00
10 450 5437 0000 0000 IT INSTRUCTIONAL SOFTWARE	56,650.00
10 450 5439 0000 0000 SIS SOFTWARE	32,960.00
10 450 5725 0000 0000 IT MEMBERSHIPS/DUES	1,250.00
10 450 5730 0000 0000 IT TRAINING SEMINARS	5,150.00
10 450 5744 0000 0000 IT INSTRUCTIONAL HARDWARE	10,300.00
Operations	2,068,130.00
<u>Employee Benefits</u>	

10 510 5175 0000 0000 EMPLOYER FICA	434,100.00
10 510 5177 0000 0000 EMPLOYER SUTA	101,988.00
10 510 5178 0000 0000 MA UNEMPLOYMENT HEALTH INSUR	25,625.00
10 510 5179 0000 0000 PAID FAMILY MEDICAL LEAVE	40,715.00
10 510 5180 0000 0000 HEALTH INSURANCE Proposing FRCS 70%	1,691,165.00
10 510 5181 0000 0000 DENTAL INSURANCE	73,360.00
10 510 5182 0000 0000 LIFE INSURANCE	26,655.00
10 510 5183 0000 0000 DISABILITY INSURANCE (LTD)	8,200.00
10 510 5184 0000 0000 ADMIN FEES-FLEXIBLE SPENDING & 403B	5,638.00
10 510 5185 0000 0000 WORKERS COMP INSURANCE	95,000.00
10 510 5186 0000 0000 EMPLOYEE ASSISTANT PROGRAM	3,075.00
10 510 5188 0000 0000 403B EMPLOYER CONTRIBUTIONS	41,000.00
10 510 5189 0000 0000 OTHER EMPLOYEE INSURANCE BENEFITS	
10 510 5190 0000 0000 OTHER EMPLOYEE BENEFITS	46,125.00
Employee Benefits	2,592,646.00
<u>Grants</u>	
10 610 5780 0000 0000 OTHER GRANT EXPENSES (ALL FEDERAL ENTITLEMENT GRANTS)	423,472.00
Grants	423,472.00
Subtotal Operating Costs	9,464,298.00
Capital Outlay	
10 710 5820 0000 0000 FACILITY IMPROVEMENTS	
10 710 5821 0000 0000 HVAC IMPROVEMENTS	125,000.00
10 710 5822 0000 0000 PLUMBING RENOVATIONS	
10 710 5823 0000 0000 FLOORING REPLACEMENT	300,000.00
10 710 5829 0000 0000 OTHER INTERIOR IMPROVEMENTS	50,000.00
10 710 5830 0000 0000 PARKING/EXTERIOR IMPROVEMENT	75,000.00
10 710 5831 0000 0000 PLAYGROUND & FIELD IMPROVEMENTS	0.00
10 710 5850 0000 0000 FACILITIES & GROUNDS EQUIPMENT	0.00
10 710 5860 0000 0000 TECHNOLOGY PLAN	340,000.00
10 710 5925 0000 0000 INTEREST EXPENSE CAPITAL LEASE	
Capital Outlay	890,000.00
Debt Service	
10 770 5910 0000 0000 DEBT BONDS-PRINCIPAL	655,000.00
10 770 5915 0000 0000 DEBT LOAN-PRINCIPAL	500,209.31
10 770 5920 0000 0000 DEBT BONDS-INTEREST	1,160,350.00
10 770 5925 0000 0000 LOAN-INTEREST	125,812.57
10 770 5930 0000 0000 DEBT BONDS-ADMIN FEE	4,944.00
10 770 5935 0000 0000 LOAN-ADMIN FEE & INSURANCE	30,900.00
Debt Service	2,477,215.88
Depreciation	
10 790 5891 0000 0000 BUILDING DEPRECIATION	
10 790 5893 0000 0000 SITE IMPROVEMENTS DEPREC	
10 790 5894 0000 0000 FURNITURE & FIXTURE DEPREC	
10 790 5895 0000 0000 MATERIALS & EQUIPMENT DEPREC	
10 790 5896 0000 0000 SOFTWARE DEPREC	
Depreciation	

Board Capital Reserve	
Total Expenses	<u>29,923,550.14</u>
NET BUDGET RESERVED	<u>71,993.86</u>

\$ 16,900.00
1625

see grant expenditures

see grant expenditures

Financial Report - Budget to Actual (Summary)
May 31, 2022

	<u>Budget</u>	<u>Actual</u>	<u>Budget - Actual</u>	<u>% of Budget</u>	<u>FY2023 Budget</u>
REVENUES					
Per Pupil Tuition	24,790,000.00	24,293,323.00	(496,677.00)	(98.00)	27,462,500.00
Federal Grants/Reimbursements	3,481,121.00	2,330,911.27	(1,150,209.73)	(66.96)	905,472.00
State Grants/Reimbursements	0.00	20.00	20.00	0.00	70,000.00
Other Grant Revenues	0.00	0.00	0.00	0.00	
Food Service Program	286,000.00	807,647.63	521,647.63	(282.39)	521,000.00
Extended Day Program	0.00	1,190.00	1,190.00	0.00	
Transportation Program	861,750.00	617,344.71	(244,405.29)	(71.64)	901,072.00
Building Rental Revenue	69,615.00	43,000.00	(26,615.00)	(61.77)	60,000.00
Other Revenues	62,000.00	(22,211.07)	(84,211.07)	35.82	75,500.00
Total Revenues	29,550,486.00	28,071,225.54	(1,479,260.46)	(94.99)	29,995,544.00
EXPENSES					
Personnel					
Administration & Finance	1,024,223.00	884,262.77	139,960.23	86.33	1,515,765.00
Teaching & Learning	10,985,668.00	8,406,926.94	2,578,741.06	76.53	12,081,949.26
Student Activities	1,782,468.00	1,326,354.72	456,113.28	74.41	2,203,657.00
Operations	922,575.00	739,163.60	183,411.40	80.12	821,365.00
Grants	1,721,999.00	1,120,380.85	601,618.15	65.06	469,300.00
Subtotal Personnel	16,436,933.00	12,477,088.88	3,959,844.12	75.91	17,092,036.26
Operating Costs					
Administration & Finance	563,135.00	391,643.87	171,491.13	69.55	814,715.00
Teaching & Learning	441,800.00	226,663.19	215,136.81	51.30	766,878.00
Student Activities	2,393,565.00	2,271,412.96	122,152.04	94.90	2,798,457.00
Operations	2,015,320.00	1,853,578.99	161,741.01	91.97	2,068,130.00
Employee Benefits	2,360,500.00	1,815,701.88	544,798.12	76.92	2,592,646.00
Grants	1,929,122.00	1,445,084.16	484,037.84	74.91	423,472.00
Subtotal Operating Costs	9,703,442.00	8,004,085.05	1,699,356.95	82.49	9,464,298.00
Total Expenses	26,140,375.00	20,481,173.93	5,659,201.07	78.35	26,556,334.26
NET BUDGET FROM OPERATIONS	3,410,111.00	7,590,051.61	4,179,940.61	(222.57)	3,439,209.74
Capital Outlay	613,795.00	534,487.91	79,307.09	87.08	890,000.00
Debt Service	2,471,691.00	826,064.13	1,645,626.87	33.42	2,477,215.88
Depreciation	0.00	2,154,698.45	(2,154,698.45)	0.00	
Board Capital Reserve	(9,000.00)	0.00	(9,000.00)	0.00	
NET BUDGET RESERVED	333,625.00	4,074,801.12	3,741,176.12	(1,221.37)	71,993.86

Financial Report - Balance Sheet (Summary)**Foxborough Regional Charter School****For 5/31/2022**

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	5/31/2022	6/30/2021	Change
ASSETS			
Current Assets			
Cash - operations	11,051,843.77	12,528,627.38	(1,476,783.61)
Cash - debt service reserve	2,964,225.63	3,191,671.04	(227,445.41)
Accounts Receivable:			
Intergovernmental	0.00	222,910.59	(222,910.59)
Other	5,746.34	(337.01)	6,083.35
Total Current Assets	14,021,815.74	15,942,872.00	(1,921,056.26)
Capital Assets			
Land/Building Improvements	47,057,058.84	47,057,058.84	0.00
Furniture, equipment and software	5,148,049.76	5,148,049.76	0.00
Less: accumulated depreciation	(15,957,968.66)	(13,803,270.21)	(2,154,698.45)
Total investment in capital assets	36,247,139.94	38,401,838.39	(2,154,698.45)
Loss on defeasance (2017 bonds)	3,615,614.47	3,615,614.47	0.00
TOTAL ASSETS	53,884,570.15	57,960,324.86	(4,075,754.71)
LIABILITIES AND NET ASSETS			
Accounts Payable	546,082.03	542,833.90	3,248.13
Accrued expenses	222,783.59	725,155.91	(502,372.32)
Accrued compensation	45,413.63	1,460,225.74	(1,414,812.11)
Bonds payable - US Bank	0.00	0.00	0.00
Deferred income	0.00	105,507.64	(105,507.64)
Total current liabilities	814,279.25	2,833,723.19	(2,019,443.94)
BONDS PAYABLE 2017B	23,600,000.00	24,225,000.00	(625,000.00)
BOND PREMIUM 2017B	2,175,370.80	2,175,370.80	0.00
Total bonds payable	25,775,370.80	26,400,370.80	(625,000.00)
LOAN PAYABLE EASTERN BANK	3,994,484.46	9,379,998.72	(5,385,514.26)
Total loans payable (Eastern)	3,994,484.46	9,379,998.72	(5,385,514.26)
Total liabilities	30,584,134.51	38,614,092.71	(8,029,958.20)
Net Assets			
Investment in capital assets	0.00	0.00	0.00
Restricted - Board Capital	5,165,006.00	5,165,006.00	0.00
Restricted - Self Insured Dental	0.00	120,597.63	(120,597.63)
Unrestricted	14,060,628.52	12,087,916.54	1,972,711.98
Net income	4,074,801.12	1,972,711.98	2,102,089.14
Total net assets	23,300,435.64	19,346,232.15	3,954,203.49
TOTAL LIABILITIES AND NET ASSETS	53,884,570.15	57,960,324.86	(4,075,754.71)

Financial Report - Budget to Actual (Comparative Summary)

Run: 6/09/2022 at 8:17 AM

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**Foxborough Regional Charter School
For 5/31/2022**

	Budget FY2022	YTD Actual 5/31/22	Current Year Budget - Actual	Current Year % of Budget	Budget FY2021	YTD Actual 5/31/21	Prior Year Budget - Actual	Prior Year % of Budget
REVENUES								
Per Pupil Tuition	24,790,000.00	24,293,323.00	(496,677.00)	(98.00)	24,024,968.00	22,382,511.00	(1,642,457.00)	(93.16)
Federal Grants/Reimbursements	3,481,121.00	2,330,911.27	(1,150,209.73)	(66.96)	1,620,464.00	1,370,217.00	(250,247.00)	(84.56)
State Grants/Reimbursements	0.00	20.00	20.00	0.00	79,250.00	79,250.00	0.00	(100.00)
Other Grant Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Food Service Program	286,000.00	807,647.63	521,647.63	(282.39)	406,984.00	112,935.63	(294,048.37)	(27.75)
Extended Day Program	0.00	1,190.00	1,190.00	0.00	193,334.00	18,844.15	(174,489.85)	(9.75)
Transportation Program	861,750.00	617,344.71	(244,405.29)	(71.64)	745,000.00	566,553.19	(178,446.81)	(76.05)
Building Rental Revenue	69,615.00	43,000.00	(26,615.00)	(61.77)	67,000.00	1,000.00	(66,000.00)	(1.49)
Other Revenues	62,000.00	(22,211.07)	(84,211.07)	35.82	189,500.00	54,988.82	(134,511.18)	(29.02)
Total Revenues	29,550,486.00	28,071,225.54	(1,479,260.46)	(94.99)	27,326,500.00	24,586,299.79	(2,740,200.21)	(89.97)
EXPENSES								
Personnel								
Administration & Finance	1,024,223.00	884,262.77	139,960.23	86.33	891,297.00	691,479.76	199,817.24	77.58
Teaching & Learning	10,985,668.00	8,406,926.94	2,578,741.06	76.53	10,400,558.00	7,912,118.21	2,488,439.79	76.07
Student Activities	1,782,468.00	1,326,354.72	456,113.28	74.41	1,736,826.00	1,181,106.31	555,719.69	68.00
Operations	922,575.00	739,163.60	183,411.40	80.12	901,290.00	772,920.72	128,369.28	85.76
Grants	1,721,999.00	1,120,380.85	601,618.15	65.06	586,076.00	405,825.12	180,250.88	69.24
Subtotal Personnel	16,436,933.00	12,477,088.88	3,959,844.12	75.91	14,516,047.00	10,963,450.12	3,552,596.88	75.53
Operating Costs								
Administration & Finance	563,135.00	391,643.87	171,491.13	69.55	552,446.00	404,731.07	147,714.93	73.26
Teaching & Learning	441,800.00	226,663.19	215,136.81	51.30	502,197.00	311,205.11	190,991.89	61.97
Student Activities	2,393,565.00	2,271,412.96	122,152.04	94.90	1,927,570.00	1,472,271.05	455,298.95	76.38
Operations	2,015,320.00	1,853,578.99	161,741.01	91.97	2,075,775.00	1,589,273.51	486,501.49	76.56
Employee Benefits	2,360,500.00	1,815,701.88	544,798.12	76.92	2,594,169.00	1,837,691.45	756,477.55	70.84
Grants	1,929,122.00	1,445,084.16	484,037.84	74.91	1,119,596.00	1,092,628.19	26,967.81	97.59
Subtotal Operating Costs	9,703,442.00	8,004,085.05	1,699,356.95	82.49	8,771,753.00	6,707,800.38	2,063,952.62	76.47
Total Expenses	26,140,375.00	20,481,173.93	5,659,201.07	78.35	23,287,800.00	17,671,250.50	5,616,549.50	75.88
NET BUDGET FROM OPERATIONS	3,410,111.00	7,590,051.61	4,179,940.61	(222.57)	4,038,700.00	6,915,049.29	2,876,349.29	(171.22)
Capital Outlay	613,795.00	534,487.91	79,307.09	87.08	970,000.00	528,699.44	441,300.56	54.51
Debt Service	2,471,691.00	826,064.13	1,645,626.87	33.42	2,482,272.00	911,791.97	1,570,480.03	36.73
Depreciation	0.00	2,154,698.45	(2,154,698.45)	0.00	0.00	2,044,349.66	(2,044,349.66)	0.00
Board Capital Reserve	(9,000.00)	0.00	(9,000.00)	0.00	(425,000.00)	0.00	(425,000.00)	0.00
NET BUDGET RESERVED	333,625.00	4,074,801.12	3,741,176.12	(1,221.37)	1,011,428.00	3,430,208.22	2,418,780.22	(339.15)

Coversheet

FRCS Foundation Inc

Section:	V. Committees
Item:	E. FRCS Foundation Inc
Purpose:	Vote
Submitted by:	
Related Material:	Foundation ByLaws.pdf Articles of Organizaton REDACTED.pdf

BYLAWS

Foxborough Regional Charter School Foundation, Inc.

ARTICLE I. NAME AND LOCATION OF ORGANIZATION

Section 1. Name

The name of the corporation is Foxborough Regional Charter School Foundation, Inc.

Section 2. Location

The corporation's principal office shall be 131 Central Street, Foxborough, MA 02035. The corporation may have additional offices as the Board of Directors designates.

ARTICLE II. CORPORATE PURPOSE

Section 1. Nonprofit Purpose

This corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 2. Specific Purposes

The specific objectives and purposes of Foxborough Regional Charter School Foundation shall be to:

1. Promote Foxborough Regional Charter School (FRCS), its facilities, programs, activities, students, faculty, and staff,
2. Raise funds for FRCS, its facilities, activities, programs, students, faculty, and staff,
3. Support K-12 students, teachers, and staff through scholarships and grants to encourage and promote education, and
4. Have and to exercise all rights, powers, and privileges which may now, or hereafter be conferred by the laws of the Commonwealth of Massachusetts upon Corporations formed under Chapter 180 of the Massachusetts General Laws, as amended, provided however, that any references herein to any provisions of the Internal Revenue Code (hereinafter called the "Code") shall be deemed to mean such provision now or hereafter existing, amended, supplemented, or superseded, as the case may be.

PROVIDED FURTHER, that in all events and under all circumstances and notwithstanding merger, consolidation, reorganization, termination, dissolution, or winding up of this Corporation, voluntary or involuntary, or by operation of law, the following provisions shall apply:

1. This Corporation shall not have, or exercise any power or authority either expressly, by interpretation or by operation of law, nor shall it directly or indirectly engage in any activity that would prevent this Corporation from qualifying and continuing to qualify as a nonprofit Corporation described in Section 501(c) (3) of the Code, contributions to which are deductible for Federal Income Tax purposes.
2. No substantial part of the activities of the Corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation; nor shall it, in any manner or to any extent, participate in, or intervene in (including the publication or distribution of statements), any political campaign on behalf of any candidate for Public Office.
3. This Corporation shall never be operated for the primary purpose of carrying on a trade or business for profit. Neither the whole or any part or portion of the assets or net earnings of this Corporation shall be used, nor shall this Corporation ever be organized or operated for purposes that are not exclusively charitable, scientific, literary, or education within the meaning of Section 501(c) (3) of the Code.
4. No part of the net earnings of the Corporation shall inure to the benefit of or be distributable to the Directors, Officers or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth above.
5. In the event of termination, dissolution or winding up of the Corporation in any manner, or for any reason whatsoever, the Board of Directors shall after paying or making provision for the payment of all the liabilities of the Corporation, distribute all remaining assets of the Corporation, if any, or one or more exempt purposes within the meaning of Section 501(c)(3) of the Code, or shall distribute same to the Commonwealth of Massachusetts, or the federal government, or a local government, for a public purpose, to be used exclusively for the purposes hereinabove set forth, it being intended that no distribution or payment shall be made which will impair or destroy the tax exempt status of the Corporation or which will result in the denial of tax exempt status of the Corporation or which will result in the denial of tax exempt status to donations, contributions, legacies or dues received by the Corporation to the extent that such tax exempt status shall be allowed under any applicable law or regulation. Any such assets not so disposed of shall be distributed by a Court of Competent Jurisdiction of the County in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations as the said Court shall determine, which are organized and operated exclusively for such purposes.
6. Notwithstanding any other provisions of these Articles, the Corporation is organized exclusively for one or more of the purposes specified in Section 501(c)(3) of the Code;

shall be operated in accordance with sections 501(a), 501(c)(3), and 509(a)(3), and shall not carry on any activities not permitted to be conducted by a corporation, contributions to which are deductible under Section 170(c)(2) of the Code or under any subsequent tax laws.

ARTICLE III. MEMBERSHIP

The membership of the corporation shall consist of the members of the Board of Directors.

ARTICLE IV. BOARD OF DIRECTORS

Section 1. Powers

The affairs of the Corporation shall be managed by its Board of Directors. The Board of Directors shall have control of and be responsible for the management of the affairs and property of the Corporation. The Directors shall serve without compensation. The Board shall have, without express or implied limitations of the generality of the foregoing, the following expressed powers:

1. To contract, make investments, receive bequests, lease, purchase or acquire any real estate or other property, rights, licenses or privileges, necessary, or convenient for, the purpose of this Corporation so far as is permitted by law and at such price and consideration and under such terms and conditions as they think fit;
2. To borrow money on the credit of the Corporation, to incur such indebtedness on the notes of the Corporation, or otherwise, as they deem necessary, to secure any indebtedness by pledge, mortgage or other collateral;
3. To engage and appoint all Employees or Agents of the Corporation on terms they think advisable and to fix reasonable salaries of the same, and to remove same at any time by a vote of the Board of Directors;
4. To make rules and regulations for the guidance of the Officers, Employees, and Agents of the Corporation;
5. To designate, in an emergency and otherwise, what Person, Officers or Agents may sign Corporation checks in addition to, or in substitution for, any Officer or Officers empowered to do so in these Bylaws; and
6. To raise funds on behalf of the Corporation whether by securing loans or soliciting donations from private persons, Corporations or Foundations, or from any source whatsoever and by any method whatsoever.

SECTION 2. Number and Election of Directors

The corporation shall have a Board of not less than two (2) nor more than eleven (11) Directors. The initial Directors shall be those persons named as Directors in the Articles of Organization. Thereafter, Directors shall be elected at the annual meeting by vote of a majority of Directors then in office, to hold office until the next annual meeting or until a successor is elected and qualified. The number of Directors may be changed by amendment of the by-laws.

SECTION 3. Selection and Replacement of Directors

Any additional Director or replacement for a current Director, shall be selected and approved by a majority vote of the Board of Directors. The Board of Directors is authorized to fill vacancies or to add members to the Board up to the maximum of eleven (11) at any regular or called meeting of the Board of Directors. Continuing Directors may act despite a vacancy or vacancies on the Board and continuing Directors shall be deemed to constitute the full Board, even if this means that the total number of Directors has dropped below the required minimum of two (2). An election to fill any vacancy shall become effective upon delivery of written notice to the Clerk of the actions of the Board of Directors, signed on behalf of a majority of the members of the Board of Directors. The person elected to fill a vacancy shall serve the remainder of the unexpired term, or until his or her successor is duly elected and qualified.

SECTION 4. Removals

Any Director may be removed from the Board of Directors of the Corporation, with or without cause, and from any office which he or she holds at any time by a two-thirds (2/3) vote of all the Directors then in office, which vacancy to be filled as provided herein.

SECTION 5. Resignations

Any Director or other Officer may resign at any time by delivering a written statement of resignation to Corporation at its principal office or to the Clerk.

SECTION 6. Committees

The Directors may elect or appoint one or more committees and may delegate to any such committee or committees any or all of their powers, provided that any committee to which the powers of the Directors are delegated shall consist solely of Directors. Unless the Directors otherwise determined, committees shall conduct their affairs in the same manner as is provided in these bylaws for the Directors. The members of any committee shall remain in office at the pleasure of the Directors.

SECTION 7. Annual Meeting

The annual meeting of Directors shall be held within six months after the end of the fiscal year of the corporation on such date and at such hour and place as the Directors or an Officer

designated by the Directors shall determine. In the event that no date for the annual meeting is established or such meeting has not been held on the date so determined, a special meeting in lieu of the annual meeting may be held with all of the force and effect of an annual meeting.

SECTION 8. Regular and Special Meetings

Regular meetings of the Directors may be held at such places and at such times as the Directors may determine.

Special meetings of the Directors may be held at any time and at any place when called by the chairman of the Board of Directors, if any, the president, or a majority of the Directors.

Forty-eight hours' notice by mail, telecopier, telephone or word of mouth shall be given for an annual or special meeting unless shorter notice is adequate under the circumstances. No notice need be given for a regular meeting. Whenever notice of a meeting is required, such notice need not be given to any Director if a written waiver of notice, executed before or after the meeting, is filed with the records of the meeting, or to any Director who attends the meeting without protesting prior thereto or at its commencement the lack of notice to such Director.

Neither such notice nor waiver of notice need specify the purposes of the meeting, unless otherwise required by law, the articles of organization or the by-laws.

SECTION 10. Quorum

At any meeting of the Directors a majority of the Directors then in office shall constitute a quorum. Any meeting may be adjourned by a majority of the votes cast upon the question, whether or not a quorum is present, and the meeting may be held as adjourned without further notice.

SECTION 11. Action by Vote

When a quorum is present at any meeting, a majority of the Directors present and voting shall decide any question, including election of Officers, unless otherwise provided by law, the articles of organization or the by-laws.

SECTION 12. Action by Writing

Any action required or permitted to be taken at any meeting of the Directors may be taken without a meeting if a majority of the Directors consent to the action in writing and the written consents are filed with the records of the meetings of the Directors. It is understood that "written" may mean email communication. Such consents shall be treated for all purposes as a vote at a meeting.

SECTION 13. Presence Through Communications Equipment

Unless otherwise provided by law or the articles or organization, Directors may participate in a meeting of the Board of Directors by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time, and participation by such means shall constitute presence in person at a meeting.

SECTION 14. Vote of Interested Director

A Director who is a member, stockholder, trustee, Director, Officer or employee of any firm, corporation or association with which the corporation contemplates contracting or transacting business shall disclose his or her relationship or interest to the other Directors acting upon or in reference to such contract or transaction. No Director so interested shall vote on such contract or transaction, but he or she may be counted for purpose of determining a quorum. The affirmative vote of a majority of the disinterested Directors shall be required before the corporation may enter into such contract or transaction.

In case the corporation enters into a contract or transacts business with any firm, corporation or association of which one or more of its Directors is a member, stockholder, trustee, Director, Officer, or employee, such contract or transaction shall not be invalidated or in any way affected by the fact that such Director or Directors have or may have interests therein which are or might be adverse to the interests of the corporation. No Director or Directors having disclosed such adverse interest shall be liable to the corporation or to any creditor of the corporation or to any other person for any loss incurred by it under or by reason of any such contract or transaction, nor shall any such Director or Directors be accountable for any gains or profits to be realized thereon.

SECTION 15. Confidentiality

Directors shall not discuss or disclose information about the Corporation or its activities to any person or entity unless such information is already a matter of public knowledge, such person or entity has a need to know, or the disclosure of such information is in furtherance of the Corporation's purposes or can be expected to benefit the Corporation. Directors shall use discretion and good business judgment in discussing the affairs of the Corporation with third parties. Without limiting the foregoing, Directors may discuss upcoming fundraisers and the purposes and functions of the Corporation, including but not limited to accounts on deposit in financial institutions.

Each Director shall execute a confidentiality agreement consistent herewith upon being voted onto and accepting appointment to the Board of Directors.

SECTION 16. Advisory Council

An Advisory Council may be created whose members shall be elected by the members of the Board of Directors annually but who shall have no duties, voting privileges, nor obligations for attendance at regular meetings of the Board. Advisory Council members may attend said meetings at the invitation of a member of the Board of Directors. Members of the Advisory Council shall possess the desire to serve the community and support the work of the Corporation by providing expertise and professional knowledge. Members of the Advisory Council shall comply with the confidentiality policy set forth herein and shall sign a confidentiality agreement consistent therewith upon being voted onto and accepting appointment to the Advisory Council.

Each Advisor shall execute a confidentiality agreement consistent herewith upon being voted onto and accepting appointment to the Board of Directors.

ARTICLE VI. OFFICERS

SECTION 1. Number and Qualification

The Officers of the corporation shall be a President, Treasurer, Clerk and such other Officers, if any, as the Directors may determine.

The clerk shall be a resident of Massachusetts unless the Corporation has a resident agent duly appointed for the purpose of service of process. A person may hold more than one office at the same time.

SECTION 2. Election

The initial Officers shall be those persons named as Officers in the Articles of Organization. Thereafter, the President, Treasurer and Clerk shall be elected annually by the Directors at the annual meeting. Other Officers, if any, may be elected by the Directors at any time.

SECTION 3. Tenure

The President, Treasurer and Clerk shall each hold office until the next annual meeting of the Directors and until a successor is elected and qualified, and other Officers shall serve at the pleasure of the Directors.

SECTION 4. Chairman of the Board of Directors

If a chairman of the Board of Directors is elected, he or she shall preside at all meetings of the Directors except as the Directors shall otherwise determine, and shall have such other powers and duties as may be determined by the Directors.

SECTION 5. President and Vice President

Unless otherwise determined by the Directors, the president shall be the Chief Executive Officer of the corporation and, subject to the control of the Directors, shall have general charge and supervision of the affairs of the corporation. If no Chairman of the Board of Directors is elected, the President shall preside at all meetings of the Directors, except as the Directors otherwise determine.

The President shall have such other duties and powers as the Directors shall determine. Any Vice President shall have such powers and shall perform such duties as the Board of Directors may, from time to time, designate.

SECTION 6. Treasurer

The Treasurer shall be the Chief Financial Officer of the Corporation. He or she shall be in charge of its financial affairs, funds, securities and valuable papers and shall keep full and accurate records thereof. He or she shall have such other duties and powers as designated by the Directors or the President.

SECTION 7. Clerk

The Clerk shall record and maintain records of all proceedings of the Directors in a book or books kept for that purpose and shall have custody of the seal of the Corporation. If the Clerk is absent from any meeting of Directors, a Temporary Clerk chosen at the meeting shall exercise the duties of the Clerk at the meeting.

SECTION 8. Other Powers and Duties

Each Executive Officer shall, subject to these Bylaws, have, in addition to the duties and powers specifically set forth in these Bylaws, such duties and powers as are customarily incident to his/her office, and such duties and powers as the Board of Directors may, from time to time, designate.

SECTION 9. Other Officers

Other Officers shall have such duties and powers as may be designated from time to time by the Directors.

SECTION 10. Resignation

Any Officer may resign at any time by delivering his or her resignation in writing to the chairman of the Board, if any, the president or the clerk or to the corporation at its principal office. Such resignation shall be effective upon receipt unless specified to be effective at some other time.

SECTION 11. Removal

Any Officer may be removed, at any time, with or without cause, by the vote of a majority of the Directors then in office.

SECTION 12. Vacancies

Any vacancy in any office may be filled by vote of a majority of the Directors then in office.

ARTICLE VI. COMPENSATION

SECTION 1. Directors and Officers

No Director or Officer shall receive pecuniary compensation for serving as such. Directors and Officers may be reimbursed for reasonable expenses incurred in connection with the affairs of the Corporation.

SECTION 2. Employees

Employees and other agents shall receive such compensation as the Board of Directors may determine. The Board may delegate the power to fix the salary or other compensation of any employee or agent not appointed by resolution of the Board of Directors.

ARTICLE VII. SPONSORS, BENEFACTORS, CONTRIBUTORS, ADVISORS, FRIENDS OF THE CORPORATION

The Directors may designate persons or groups of persons as sponsors, benefactors, contributors, advisors or friends of the corporation or such other title as they deem appropriate. The Directors may from time to time establish such qualifications, standards and procedures as they deem appropriate for the governance and administration of said persons' relations with the Friends of the Foxboro Regional Charter School. Such persons shall serve in an honorary capacity and, except as the Directors shall otherwise designate, shall in such capacity have no right to notice of or to vote at any meeting, shall not be considered for purposes of establishing a quorum, and shall have no other rights or responsibilities.

ARTICLE VIII INDEMNIFICATION

The corporation shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as a trustee, Director or Officer of the corporation or of any of its subsidiaries, or who at the request of the corporation may serve or at any time has served as a trustee, Director or Officer of, or in a similar capacity with, another organization or an employee benefit plan, against all expenses and liabilities (including counsel fees, judgments, fines, excise taxes, penalties and amounts payable in settlements) reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or other proceeding, whether civil, criminal, administrative or investigative, in which such person may become involved by reason of serving or having served in such capacity (other than a proceeding voluntarily initiated by such person unless he or she is successful on the merits, the proceeding was authorized by the corporation, or the proceeding seeks a declaratory judgment regarding his or her own conduct); provided that no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that his or her action was in the best interests of the corporation or, to the extent such matter relates to service with respect to any employee benefit plan, in the best interests of the participants or beneficiaries of such employee benefit plan; and provided, further, that as to any matter disposed of by a compromise payment by such person, pursuant to a consent decree or otherwise, the payment and indemnification thereof have been approved by the corporation, which approval shall not unreasonably be withheld, or by a court of competent jurisdiction. Such indemnification shall include payment by the corporation of expenses incurred in defending a civil or criminal action or proceeding in advance of the final disposition of such action or proceeding, upon receipt of an undertaking by the person indemnified to repay such payment if he or she shall be adjudicated to be not entitled to indemnification under this section, which undertaking may be accepted without regard to the financial ability of such person to make repayment.

A person entitled to indemnification hereunder whose duties include service or responsibilities as a fiduciary with respect to a subsidiary or other organization shall be deemed to have acted in good faith in the reasonable belief that his or her action was in the best interests of the corporation if such person acted in good faith in the reasonable belief that his or her action was in the best interests of such subsidiary or organization or of the participants or beneficiaries of, or other persons with interests in, such subsidiary or organization to whom he or she had a fiduciary duty.

Where indemnification hereunder requires authorization or approval by the corporation, such authorization or approval shall be conclusively deemed to have been obtained, and in any case where a Director of the corporation approves the payment of indemnification, such Director shall be protected, if:

- (i) the payment has been approved or ratified (1) by a majority vote of a quorum of the Directors consisting of persons who are not at that time parties to the proceeding, or (2) by a majority vote of a committee of one or more Directors who are not at that time parties to the proceeding and are selected for this purpose by the full Board (in which selection Directors who are parties may participate); or
- (ii) the action is taken in reliance upon the opinion of independent legal counsel (who may be counsel to the corporation) appointed for the purpose by vote of the Directors or in the manner specified in clauses (1) or (2) of subparagraph (i); or
- (iii) the payment is approved by a court of competent jurisdiction; or
- (iv) the Directors have otherwise acted in accordance with the applicable legal standard of conduct.

Any indemnification or advance of expenses under this section shall be paid promptly, and in any event within thirty days, after the receipt by the corporation of a written request therefor from the person to be indemnified, unless with respect to a claim for indemnification the corporation shall have determined that the person is not entitled to indemnification. If the corporation denies the request or if payment is not made within such thirty-day period, the person seeking to be indemnified may at any time thereafter seek to enforce his or her rights hereunder in a court of competent jurisdiction and, if successful in whole or in part, he or she shall be entitled also to indemnification for the expenses of prosecuting such action. Unless otherwise provided by law, the burden of proving that the person is not entitled to indemnification shall be on the corporation.

The right of indemnification under this section shall be a contract right inuring to the benefit of the Directors, Officers and other persons entitled to be indemnified hereunder and no amendment or repeal of this section shall adversely affect any right of such Director, Officer or other person existing at the time of such amendment or repeal.

The indemnification provided hereunder shall inure to the benefit of the heirs, executors and administrators of a Director, Officer or other person entitled to indemnification hereunder. The indemnification provided hereunder may, to the extent authorized by the corporation, apply to the trustees, Directors, Officers and other persons associated with constituent corporations that have been merged into or consolidated with the corporation who would have been entitled to indemnification hereunder had they served in such capacity with or at the request of the corporation.

The right of indemnification under this section shall be in addition to and not exclusive of all other rights to which such Director, Officer or other persons may be entitled. Nothing contained in this section shall affect any rights to indemnification to which corporation

employees or agents, other than Directors, Officers and other persons entitled to indemnification hereunder, may be entitled by contract or otherwise by law.

ARTICLE IX SEAL AND FISCAL YEAR

SECTION 1. Seal

The Corporation shall have a seal in such form to be decided, from time to time, by the Board of Directors.

SECTION 2. Fiscal Year

The fiscal year of the Corporation shall begin on July 1st and end the following June 30th.

ARTICLE X MISCELLANEOUS PROVISIONS

SECTION 1. Execution of Instruments

Unless otherwise determined by the Board of Directors, all deeds, leases, contracts, assignments, instruments of transfer, proxies, and other instruments, whether or not under seal, and all checks, acceptances, promissory notes, bills of exchange and other orders for the payment of money, shall be signed by the Treasurer or by the President.

SECTION 2. Governing Law

All matters not specifically mentioned herein shall be governed and controlled by applicable laws of The Commonwealth of Massachusetts.

SECTION 3. Amendments

These Bylaws may be amended by a majority vote of the Directors present and qualified to vote at any meeting of the Directors, provided that written notice of the time and place of such meeting, and the substance of the proposed amendment, shall be mailed to each Director at their last known address at least seven (7) days in advance of such meeting.

Dated: September 21, 2018

Articles of Organization

Article I

The exact name of the corporation is: *Foxborough Regional Charter School Foundation, Inc.*

Article II

The purpose of the corporation is to engage in the following activities:

To promote and carry out the raising of funds to improve the Foxborough Regional Charter School and its facilities and programs.

To support K-12 students and teachers through scholarships and grants to encourage and promote education.

To operate exclusively for charitable, scientific, literary and educational purposes as may be carried out by a corporation organized under Massachusetts General Laws Chapter 180 and described in Section 501(c) 3) of the Internal Revenue Code.

Article III

Not applicable

Article IV

This Corporation shall not have, nor exercise any power nor authority either expressly, by interpretation or by operation of law, nor shall it directly nor indirectly engage in any activity that would prevent this Corporation from qualifying as and continuing to qualify as a corporation described in Section 501(c)(3) of the Code, contributions to which are deductible for Federal Income Tax purposes.

No substantial part of the activities of the Corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation; nor shall it, in any manner or to any extent, participate in or intervene in (including publication or distribution of statements), any political campaign on behalf of any candidate for public office.

This Corporation shall never be operated for the primary purpose of carrying on a trade or business for profit. Neither the whole nor any part of portion of the assets nor net earnings of this Corporation shall be used, nor shall this Corporation ever be organized nor operated for purposes that are not exclusively charitable, scientific, literary nor educational within the meaning of Section 501(c)(3) of the Code.

No part of the net earnings of the Corporation shall inure to the benefit of or be distributable to the members, directors, officers, nor other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth above.

In the event of termination, dissolution or winding up of the Corporation in any manner, or for any reason whatsoever, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the Corporation, distribute all remaining assets of the Corporation, if any, for one or more exempt purposes within the meaning of Section 501(c)(3) of the Code, or shall distribute same to the Commonwealth of Massachusetts, or the federal government, or a local government, for a public purpose, to be used exclusively for the purposes herein above set forth, it being intended that no distribution or payment shall be made which will impair or destroy the tax-exempt status of the Corporation or which will result in the denial of tax-exempt status of the Corporation or which will result in the denial of tax-exempt status to donations, contributions, legacies or dues received by the Corporation to the extent that such tax-exempt status shall be allowed under any applicable law or regulation. Any such assets not so disposed of shall be distributed by a Court of Competent Jurisdiction of the County in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations as the said Court shall determine, which are organized and operated exclusively for such purposes.

Notwithstanding any other provisions of these Articles, the Corporation is organized exclusively for one or more of the purposes specified in section 501(c)(3) of the Code; shall be operated in accordance with sections 501(a), 501(c)(3), and 509(a)(3), and shall not carry on any activities not permitted to be conducted by a corporation, contributions to which are deductible under section 170(c)(2) of the Code or under any subsequent tax laws.

ARTICLE V

The by-laws of the corporation have been duly adopted and the initial directors, president, treasurer and clerk or other presiding, financial or recording officers, whose names are set out on the following page, have been duly elected.

Article VI

09/21/18

Article VII

The information contained in Article VII is not a permanent part of the Articles of Organization.

a. The street address (*post office boxes are not acceptable*) of the principal office of the corporation in Massachusetts is:

131 Central Street, Foxborough, MA 02035

b. The name, residential street address and post office address of each director and officer of the corporation is as follows:

President	Lori Rudd
Treasurer	Kathleen Crawford
Clerk	Heidi Berkowitz
Director	Mark Logan

Director John Marston
Director Cynthia McGinty
Director Nancy Sepe

c. The fiscal year (i.e., tax year) of the business entity shall end on the last day of the month of:

June 30

d. The name and business address of the resident agent, if any, of the business entity is:

Not Applicable

Filer's Contact Information

(Enter a contact name, mailing address, and email and/or phone number.)

Heidi Berkowitz, Clerk, Foxborough Regional Charter School Foundation
hberkowitz@foxboroughrcs.org

Coversheet

First Reading of New/Changing Policies

Section:	VI. Policy Review
Item:	A. First Reading of New/Changing Policies
Purpose:	Discuss
Submitted by:	
Related Material:	DRAFT Committee Selection Process (3).pdf DRAFT Committee Eligibility and Participation (3).pdf

DRAFT

Board Committee Member Selection Process

Scope

The Process for participating in the Board of Trustees at Foxborough Regional Charter School (FRCS) or one of its committees:

- Board of Trustees, Student Representation
- Diversity, Equity, & Inclusion
- Facilities
 - The Technology lead and Extended Day Lead will be the staff members on the Facilities committee
- Finance
- FRCS Foundation Inc.
 - The FRCS Foundation Inc is a 501c3 entity separate from the school. It has a process for adding adults to its membership.
 - Students' selection will follow this process.
- Governance
- Student Recruitment & Retention
- Staff Recruitment & Retention

Selection Process

Staff, parents/guardians, and students must first pass the edibility criteria to participate in committee work at FRCS.

- **Adults & Youth**
 - Will not be a member of more than one Committee.
 - Family members cannot be on the same Committee.
 - Will reply to an offer to join a committee within one week of receiving it.
 - Will join Board on Track™ website with an email address to receive meeting notifications, agendas & Minutes. They will also make every effort to reply to the notification of attendance prior to the meetings to ensure there is a quorum to hold meetings.
- **Adults**
 - An application will be sent out prior to the start of the school year to solicit volunteers for each committee. Volunteers will be able to rank their interest in multiple committees but will only be selected for one.
 - Names will be selected by the Trustees and District Administration assigned to each Committee in September. They will also select new committee members if an opening is available during the school year.
- **Student**

DRAFT

Board Committee Member Selection Process

- representation on Board Committees
 - Shall be elected by the High School student body each fall with organizational assistance from the High School Administration and support of the Dean of Culture.
 - Diversity, Equity, & Inclusion committee
 - Will be elected from the Diversity Equity & Inclusion advisory group if the group is currently active at the school. If it is not active, then the student representative will be elected by the High School Student Body.
- representation at the Board of Trustees meetings
 - Students will submit a ≤ 5-minute video essay stating who they are and why they feel they should be selected. Videos must be received 4 school days prior to the September Board meeting for consideration.
 - They will be selected by the Board of Trustees

DRAFT

Board Committee Eligibility & Participation

Scope

Criteria for being eligible to participate in the Board of Trustees at Foxborough Regional Charter School (FRCS) or one of its committees:

- Board of Trustees, Student Representation
- Diversity, Equity, & Inclusion
- Facilities
- Finance
- FRCS Foundation Inc.
 - The FRCS Foundation Inc is a 501c3 entity separate from the school. It has a process for adding adults to its membership. Students' eligibility and participation can be added following this process.
- Governance
- Student Recruitment & Retention
- Staff Recruitment & Retention

Eligibility

- Adults
 - Staff must be an active employee at FRCS.
 - Parents/Guardian must have a child currently enrolled as a student at FRCS and complete a CORI check.
 - If a candidate falls under 2 categories (Staff & Parent) they will be categorized as a staff member.
- Student representation
 - Is not a voting position in alignment with the state of Massachusetts; thus, it does not count towards a quorum of members.
 - Shall be enrolled in grades 9, 10, 11 or 12 at FRCS for the school year that they are applying to be on the Committee. This allows 8th grade graduates to join for their 9th grade year during the summer.
 - Meet the requirements for participation in extracurricular activities as defined in the student handbook.

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Board Committee Eligibility & Participation

Participation

- Committee Members
 - Will serve a term of office for a committee member is for up to one year and will end in June.
 - May serve multiple years on the same committee if they reapply each year.
 - Will complete Massachusetts Open Meeting Law training within 30 days (about 4 and a half weeks) of their appointment and repeat training annually. They shall turn in proof of training to the Committee Clerk/Secretary. The committee clerk will ensure everyone has completed the training and send the records to the Board of Trustees for retention.
 - Will follow Roberts' Rules of Order during meetings.
 - Will participate/plan in at least 80% of all meetings/activities remain in good standing as a member of the committee.
 - Will participate in the planning and/or execution of activities relevant to the committee's scope of work.
 - Will hold draft meeting minutes confidentially until released to the public through an official vote and publication via the school website.
 - Will send all requests for information (public document or media requests) to the Committee Chair for processing.
 - Will NOT speak to the media or on social media on behalf of the school or committee without written permission from the committee chair.
 - May be removed by the other members of the committee
 - for failure to participate or unprofessional conduct via the same rules set out by the Foxborough Regional Charter School Bylaws for the Board of Trustees.
 - without a vote if the committee member no longer meets the eligibility criteria.
 - You can resign from a committee at any time via a written resignation (email is acceptable) to the committee chair or in person at a meeting.

- Committees will
 - comply with Massachusetts Open Meeting law.
 - meet in public sessions allowing for privilege of the floor.
 - meet at least every other month for a total of no less than 6 meetings per year and meet more often if needed.
 - create specific measurable committee-level goals for the year as part of the planning process.
 - Consult with the Finance Committee on any change that has a financial component to it. The Board Treasurer can veto/change an activity/change that violates a bond covenant or simply not in budget.
 - Policy Review

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Board Committee Eligibility & Participation

- review all policies annually within their scope of work and recommend changes in policy within their scope of work if appropriate. Policies must be reviewed by legal and compliance with DESE requirements. Work with other committees to communicate suggested changes if there is a shared responsibility.
- ensure all policies are reviewed in committee at least twice and reviewed by the school's legal counsel prior to sending them to the Board of Trustees for approval.
- annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Trustees.
- send an update on the committee work to the Board of Trustees regular monthly meeting.

Coversheet

Third Reading of New/Changing Policies

Section: VI. Policy Review
Item: C. Third Reading of New/Changing Policies
Purpose: Vote
Submitted by:
Related Material: 6.14.22 - FRCS Employee Handbook - 2022-2023.pdf



Foxborough Regional Charter School Employee Handbook

School Year: 2022-2023



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Foxborough Regional Charter School Employee Handbook



Welcome

Welcome to Foxborough Regional Charter School! We wish you every success here! We believe that every employee contributes directly to our growth and success, and we hope you will take pride in being a member of our team.

This Employee Handbook was developed to describe some of our expectations for our employees. It will answer many questions about employment with Foxborough Regional Charter School referred to as “FRCS” or the “School”. You should familiarize yourself with the contents of this Handbook, as you are required to comply with all the policies and practices it contains.

The contents of this document have been carefully considered. We believe you will find the policies to be beneficial to both you as an employee and to FRCS. We hope that your experience here will be challenging, enjoyable, and rewarding. We look forward to collaborating with you.

Our Vision

Foxborough Regional Charter School District seeks to provide students with an outstanding academic program that prepares students for college in a challenging and stimulating learning environment that instills positive ethical, moral, and civic values and prepares students to serve their community as leaders and exemplary citizens. The Foxborough Regional Charter School resolves that, in order to fulfill its commitment to excellence, it must strive to provide our Teachers and Staff opportunities for ongoing development and growth, be responsive to their concerns and needs, and recognize their contributions and skills.

Our Mission

The Foxborough Regional Charter School will provide students a challenging academic program to prepare them for college by stressing achievement, discipline, hard work and accountability. We will continually challenge all our students, regardless of ability, so that we will lead the Commonwealth of Massachusetts in all statewide standards and assessments.

The Foxborough Regional Charter School will promote positive ethical, moral, and civic values and prepare students to serve their community as leaders and good citizens. We will present students with projects and issues requiring critical thinking, problem-solving, decision-making, and real-life applications of their academic studies through our Student Life and Community Service-Learning programs which are integral components of the overall educational experience at Foxborough Regional Charter School.

The Foxborough Regional Charter School will commit itself to providing a supportive, professional, and challenging environment for its Teachers and Staff which recognizes the value of professional development, creativity, and initiative. We will constantly seek new ways to allow our Teachers and

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Staff to perform to the best of their potential in a collegial atmosphere which recognizes unique talents and the commitment to excel.



Employment Philosophy

The quality of The Foxborough Regional Charter School is directly related to the quality of its faculty and staff. All employees are expected to maintain the highest professional and personal standards. The School's goal is to foster an environment in which all employees can perform their responsibilities as well as possible, and with the pride and commitment necessary for the School's success.

The School Administration shall strive to hire, evaluate, support, and retain dedicated and conscientious faculty and staff who are well fitted for the professional demands of the School because of their education, experiences, and special qualities of character and personality.

Educational Philosophy

At the Foxborough Regional Charter School District, we strive to provide a comprehensive and cohesive curriculum that is aligned to National and Massachusetts learning standards. We believe that instruction, learning, and assessment are purposeful and meaningful. It is critical that our students connect their learning from year-to-year as they build toward rigorous in-depth understandings. Foxborough Regional Charter students acquire essential skills and fundamental knowledge that is progressively more complex. We believe our learners are students who endeavor to be extraordinary.

Our students Enter to Learn and Exit to Lead.

Curriculum and Instruction

Our commitment is to design and facilitate an intentional curriculum that prepares students for success in college, career, or a military pathway. At FRCS, student-centered growth and development is at the heart of learning. To this end, our curriculum and instruction:

- Enables our students to engage in self-discovery that builds toward community service
- Empowers our students to make a difference as empathetic, responsible, and global citizens



- Taps our students' natural curiosity, facilitates their critical thinking, and enables them to problem solve resourcefully
- Facilitates critical thinking through research, multimedia, and real-life experiences
- Facilitates a collaborative and experiential approach to learning
- Supports inquiry across all disciplines
- Embeds 21st century technology and resources
- Celebrates and motivates our students as they take academic risks and build confidence
- Encourage students to practice and apply leadership skills inside and outside of the classroom, including the following principles:
 - Work hard
 - Listen to the others
 - Communicate their desires
 - Make the final decisions
 - Encourage the others in their tasks
 - Maintain a positive attitude
 - Take responsibility for the outcome of the project

Community Service Learning

Community Service Learning (CSL) is an integral component to the FRCS mission and academic program. CSL opportunities are embedded within K-12 instruction to enrich the learning experience, teach civic responsibility, and to strengthen the school community. The purpose of the service learning is for students to use what they learn in the classroom to solve real-life problems; to not only learn the practical applications of their studies but become actively contributing citizens and community members through the service they perform.

Assessment

At FRCS, we value our students' individual journey of achievement and growth from kindergarten through their senior year in high school. Our comprehensive assessment plan includes data analysis that intentionally identifies our students specific learning readiness and opportunities for growth. The District participates in the Massachusetts Comprehensive Assessment Skills (MCAS) testing program in grades 3-10 in English, Mathematics and Science. As a state requirement, all students must pass the high school English, Mathematics, and Science portions of the MCAS tests to be eligible for graduation. Additionally, our continuous measures of academic growth include rigorous nationally normed assessments.

To this end, our assessments are:

- Intentional
- Responsive
- Informative toward future instruction



- Formative (ongoing, intermittent, varied)
- Summative (a measure of current knowledge and understanding)

Multi-tiered System of Support (MTSS)

Upon thoughtful data collection and analysis, students may reveal growth opportunities in academic, emotional, or behavioral areas. In response, students may be referred to the Teacher Assistance Team through the completion of an Individual Student Success Plan (ISSP). This plan is designed to proactively support the student's success in meeting individual needs via explicit recommendations such as small group interventions. Families are an essential part of this process.

Antiracism

At FRCS, we believe that education is a lever for anti-oppression work and a pathway to justice. We believe educational equity will be reached once each student's social, racial, sexual and personal identity is an asset to their educational access and outcomes. We believe educational equity will be achieved when each student flourishes, and the communities they are a part of flourish.

At FRCS we will embrace the responsibility for learning about and advancing the cause of equity, diversity, and liberation through antiracist practices. This responsibility belongs to each and every member of the FRCS community, including students. Each educator, student, and community member can make a significant contribution to a high level of justice for all in our school. We commit to achieving educational equity and antiracist practices through a continuous process of target setting, implementation, assessment, reflection, and improvement.

We, the Executive Leaders, and Board of Trustees of FRCS have written the Antiracism Policy to codify our commitment to creating a more just society, starting with our own school. *As a condition of employment with FRCS, employees are required to sign The FRCS Antiracism Policy and Employee Commitment upon hire, and each year thereafter.*

Diversity, Equity, and Inclusion

FRCS is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. The collective sum of our individual differences, life experiences, knowledge, innovation, self-expression, unique capabilities, and talent represents a significant part of our culture, our reputation, and achievement as a School.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics.

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The School fully supports all transgender and gender nonconforming staff, including but not limited to preferences regarding pronouns, restroom use, and dress code choices.

All employees must treat others, including co-workers, students, families with dignity and respect. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all school-sponsored and participative events. Any employee found to have exhibited any inappropriate conduct or behavior against others in violation of the School's policies may be subject to disciplinary action up to and including termination.

Open-Door Philosophy

We encourage open communication, feedback, and discussion about any matter of importance to an employee; therefore, employees are free to talk with any Principal or Manager at any time. Whether you have a concern, a suggestion, or an observation, we want to hear from you. By listening to you, FRCS can improve, address complaints, and foster employee understanding of the rationale for practices, processes, and decisions.

FRCS believes in the development and maintenance of harmonious relationships with its employees. We recognize that in any work situation, some disagreements will occur and have established these procedures to assist with resolution.

Employees should express their complaints in a timely manner given the nature of the problem or issue. Complaints must first be expressed and discussed with the employee's immediate supervisor. The supervisor is expected to discuss concerns with employees in a timely manner in an effort to resolve the matter. Most problems can be resolved at this level. Should complaints fail to be resolved between the employee and the employee's immediate supervisor, the problem or issue should be brought to the attention of the next level of administration. The administrator shall, in a timely manner, conduct a review of the problem or issue, involve Human Resources and other parties as deemed necessary given the nature of the problem or issue, and render a decision regarding resolution of the matter.

A formal grievance procedure should be followed for complaints of violation(s) of a FRCS policy, general employment violations, prohibited discrimination, and harassment (sexual or otherwise), by filling out the Official Grievance Form and submitting it to Human Resources (see Appendix 2). Decisions made as a result of the grievance procedure apply only to the individual who submitted the complaint and shall not serve as a precedent for establishing or changing any policy or procedure.

All appeals to decisions must be made in writing to the Executive Director within seven days. The Executive Director will respond with a written final decision. A grievance filed against the Executive Director will be brought by Human Resources to the FRCS Board of Trustees.

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Employees are expected to always comply with established policies and procedures. FRCS strives to treat all employees fairly. This grievance procedure should not be construed as a substitute for any disciplinary actions.

Purpose of this Document

This document is intended to provide you with a general understanding of the policies and practices of FRCS. However, this document cannot anticipate every situation or answer every question about employment. Should you have any questions about this Handbook, we welcome you to address them with Human Resources.

This Employee Handbook supersedes and replaces all previous policies and procedures including, but not limited to, all memoranda or written policies that may have been issued on the subjects covered in this document. The policies included are guidelines only and are subject to change as FRCS deems appropriate and necessary. To retain the necessary flexibility in the administration of policies, practices, and benefits, FRCS reserves the right to change, revise, interpret, or eliminate any of the policies, practices, or benefits described in this document at any time, with or without notice. From time to time, you may receive notice of new or modified policies, procedures, benefits, or programs. Any oral or written statements contrary to the policies, practices, or benefits described in this Employee Handbook, by anyone at FRCS, are unauthorized and disavowed and should not be relied upon. Any minor deviations from the stated policies must be authorized and approved in writing by Human Resources and the Executive Director.

Conflicting provisions contained in any collective bargaining agreement, to the extent required by law, shall supersede these policies. Nothing in this Handbook or in any other document or policy is intended to violate any local, state, or federal law. Nothing in this Handbook is intended to limit any concerted activities by employees relating to their wages, hours, or working conditions, or any other conduct protected by Section 7 of the National Labor Relations Act. Furthermore, nothing in this Handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by, the Equal Employment Opportunity Commission or any other federal, state, or local agency charged with the enforcement of any laws.

Employees must comply with this Handbook at all times. Failure to comply with any policies or procedures in this Handbook will result in discipline, up to and including termination of employment.



Section 1: Employment Practices

1.1 Equal Employment/Nondiscrimination

FRCS provides equal employment opportunities to all employees and applicants without regard to race, color, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), gender identity, sexual orientation, national origin, ancestry, age, physical or mental disability, genetic information (including testing and characteristics), military service or veteran status, citizenship status, certain criminal records, a personal admission to a facility for the care and treatment of a mentally ill person, taking of parental leave, crime victim status, or any other classification protected by applicable local, state, and federal law. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, transfer, compensation, training, scheduling, and leaves of absence. FRCS does not tolerate harassment, discrimination, or retaliation of any kind, including, but not limited to, these protected classes. Any employee who believes they have been discriminated against should report their concerns to their Principal, Manager, Human Resources, or the Executive Director.

1.2 Hiring and Renewals

Employment with FRCS is at-will. This means that employment may be terminated for any or no reason, with or without cause or notice at any time by the employee or by FRCS. Nothing in this Handbook or any oral statement shall limit the right to terminate at-will. This at-will employment policy is the sole and entire agreement between the employee and FRCS regarding the fact that employment with FRCS is at-will. No Principal or Manager has any authority to enter into a contract of employment express or implied that changes the fact that employment with FRCS is at-will. Only the Executive Director of FRCS or their authorized representative has the authority to enter into an employment agreement that alters the fact that employment with FRCS is at-will, and any such agreement must be in writing signed by the Principal/Executive Director of FRCS or their authorized representative.

1.3 Employment Classifications

It is the intent of FRCS to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment relationship at-will at any time is retained by both the employee and FRCS.

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. These classifications are made based on the guidelines set by the Fair Labor Standards Act.

Nonexempt: Nonexempt employees are subject to the minimum wage and overtime provisions of the FLSA and parallel state law. Nonexempt employees are entitled to overtime pay, or “time and one half” when they work more than forty (40) hours per workweek, under the specific provisions of state and federal laws.

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Exempt: Exempt employees generally hold a salaried professional, administrative, or executive position, and perform work duties that exempt them from the minimum wage and overtime provisions of the FLSA.

FRCS employs several basic categories of employees:

- 10 Month or 10 Month & 10 Day Employees
- 12 Month Employees
- Per-Diem Substitutes
- Long Term Substitutes
- Non-Regular Employees (Seasonal, Temporary or Independent Contractors)

Employment status and benefits eligibility, including paid time off, will be outlined in an employee's offer letter or other agreement or policy outlined in this Handbook. Employees will be notified in writing of any changes in their employment classifications that occur during their employment.

Unless specified in an offer of hire letter or an agreement in writing from a Supervisor and the Human Resources Director, full time employees work a schedule of:

- Monday, Tuesday, Thursday, and Friday: 7:30 a.m. until at least 3:00 p.m.
- Wednesday: 7:30 a.m. until at least 4:15 p.m.

1.4 Additional, Non-Teaching Assignments for All Staff

As part of your role in the FRCS community you may be asked to join in limited activities outside of regular work hours in order to best support the needs of our students and families. FRCS exempt employees may be asked to attend up to 2 events (weekend / afterschool / evening) each quarter without additional compensation.

These events may include:

- Staff Meetings
- Faculty-Parent Meetings
- Open Houses
- School Wide or Classroom Performances or Sporting Events
- Testing Dates
- Literacy Nights
- Board Subcommittees

1.5 Immigration Compliance

FRCS only employs individuals who are authorized to work in the United States and who comply with applicable immigration and employment law. As a condition of employment, every individual must



provide satisfactory evidence of their identity and legal authority to work in the United States within three business days of commencing employment. If the employee cannot verify their right to work in the United States within three business days of employment, FRCS will be required to terminate their employment immediately.

1.6 Disability Accommodation

FRCS will not discriminate against qualified individuals with disabilities regarding any aspect of their employment. To comply with applicable laws ensuring equal employment opportunities for individuals with disabilities, FRCS will provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship or a direct threat to the health and/or safety of the individual or others would result. Any employee who requires an accommodation in order to perform the essential functions of their job, enjoy an equal opportunity, and/or obtain equal job benefits should contact Human Resources to request such an accommodation.

We will communicate with the employee and engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodation(s) may be appropriate. In some cases, this interactive process may be triggered without a request from the employee, such as when FRCS receives notice from its own observation or another source that a medical impairment may be impacting the employee's ability to perform their essential job functions.

Employees who believe they need an accommodation must specify, preferably in writing, what barriers or limitations prompted the request. FRCS will evaluate information obtained from the employee, and possibly their health care provider or another appropriate health care provider and will then work with the employee to identify possible accommodations. If an identified accommodation is reasonable and will not impose an undue hardship on FRCS and/or a direct threat to the health and/or safety of the individual or others, we will generally make the accommodation, or FRCS may propose another reasonable accommodation which may also be effective. Employees are required to cooperate with this process by communicating with the School regarding their requested accommodation, providing all necessary documentation supporting the need for accommodation and being willing to consider alternative accommodations when applicable.

1.7 Pregnancy and Lactation Accommodation

Employees and applicants with needs related to pregnancy, childbirth, or related conditions (including lactation), may request a reasonable accommodation to enable them to perform their job. A reasonable accommodation may include but is not limited to more frequent or longer breaks; acquisition or modification of equipment or seating; assistance with manual labor; job restructuring; light duty; private non-bathroom space for expressing breast milk; modified work schedules; temporary transfers to a less strenuous or hazardous position; or time off to attend to a pregnancy complication or recover from childbirth. FRCS will provide a reasonable accommodation for needs related to pregnancy, childbirth,



or a related medical condition so long as the requested accommodation does not impose an undue hardship on FRCS. All reasonable accommodations requesting should be made to Human Resources.

FRCS has designated rooms located in each building:

- Elementary School Building - 077B
- Middle / High School Building - 039

Nursing mothers wishing to use this room shall request/reserve the room by contacting the Administrative Assistant for the building they are requesting.

Employees who take leave as an accommodation under this policy will be reinstated to their original job or to an equivalent position with equivalent pay, seniority, benefits, and other terms and conditions of employment upon their notification to FRCS of their intent to return to work or when the employee's need for a reasonable accommodation ends. FRCS may require that employees provide documentation about the need for a reasonable accommodation from an appropriate health care professional.

1.8 Employment Applications and Resumes

FRCS relies upon the accuracy of all information provided during the hiring process, including, but not limited to, employment applications, resumes, and any other form(s) associated with the hiring process. All data presented by individuals throughout their employment with FRCS must be true and accurate to the best of their knowledge. Any deliberate misrepresentations, falsifications, or material omissions in any form, whether deemed pertinent or not, in regard to the information or data provided to FRCS, may result in the exclusion of the individual from further consideration for employment, or if the person has already been hired, the termination of their employment with FRCS.

1.9 Background Check Procedures

CORI

All schools in Massachusetts are required to perform CORI (Criminal Offender Record Information) checks on "any current or prospective employee or volunteer of the school department, who may have direct and unmonitored contact with children."

FRCS will require all prospective employees to submit to a CORI-criminal background check-as part of the hiring process. All current employees are required to submit to a CORI upon request of the Human Resources team, while employed. Refusal to submit to a CORI will be grounds for immediate termination or failure to hire.

Fingerprinting

In addition to the required CORI check, all employees for public schools must complete a Federal Background Check by way of fingerprint. The Statewide Applicant Fingerprint Identification Services (SAFIS) MorphoTrust USA IndentoGo™ website is available for applicants to schedule fingerprinting

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appointments: <http://www.identogo.com/FP/Massachusetts.aspx> or by phone at 866-349-8130. There are several locations to choose from.

You will be required to provide Foxborough Regional School's Provider I.D. which is: **04060000**.

(Substitutes, Student Teachers, Coaches and Subcontractors may provide up to 10 district organization codes to eliminate the need to pay the fee multiple times).

Unlike state CORI checks that have no associated fee, individuals will pay a fee to comply with this requirement that ranges up to \$35 for non-licensed employees to up to \$55 for DESE license-holders (including those with pending applications/license). FRCS does not pay for or reimburse for fingerprinting. Upon leaving your appointment, you will be provided with a fingerprint receipt. A copy of this receipt must be returned to the Human Resources Office and will be confirmation that the fingerprints were captured.

Substitute teachers are school employees under the new law and, therefore, they must submit fingerprints for the state and national checks. If substitute teachers hold educator licenses issued under G.L. c. 71, § 38G, they will pay a fee up to \$55; otherwise, they will pay a fee up to \$35.

If you have already been fingerprinted by another district within the last 7 years, you can request that district send us a suitability determination report. FRCS reserves the right to require a new fingerprinting determination if the letter from the previous district cannot be verified or is not for an equivalent position. In addition, FRCS may obtain CORI checks or request fingerprinting for any subcontractor or laborer commissioned by FRCS to perform work on school grounds when that individual may have direct and unmonitored contact with children.

Decision Appeal

All criminal background checks are confidential and will be viewed only by the Human Resources team and Executive Director. Information submitted by the Criminal History Board to the School is sent electronically to the Human Resources team. The Executive Director will have final determination in employment decisions if a criminal background check discloses any criminal offenses. All disputes challenging the decision, information or accuracy of the information contained in the criminal background check must be made in writing to the Executive Director.

1.10 Personnel Files

FRCS maintains personnel files on each employee. Employees may view their personnel record upon written request. Only authorized members of management and Human Resources have access to an employee's personnel file. However, FRCS will cooperate with and provide access to an employee's personnel file to law enforcement officials or local, state, or federal agencies in accordance with applicable law, or in response to a subpoena, in accordance with applicable law.



It is an employee's responsibility to promptly notify Human Resources of any changes in personal data. Changes of particular importance are the following:

- Legal name;
- Address change;
- Emergency contact information
- Dependent Information (including contact information);
- Change in gender;
- Marital status;
- Beneficiary changes;
- Military or draft status;
- Tax withholding exemptions; and
- Educational certifications (e.g., licensure, advanced degrees, transcripts, MTEL scores).

Employees can process many of these changes online through the Employee Navigator self-service portal; however, additional documentation may be required before the change can be processed. Employees should contact Human Resources for instructions or questions on how to process the change.

1.11 Benefit Eligibility

Benefit plans are available to employees who work 30 or more hours a week, unless otherwise specified by the Director of Human Resources in an offer letter. Benefits offered by FRCS are defined in legal documents such as insurance contracts and summary plan descriptions. If employees are offered benefits, and if a question arises about the nature and extent of plan benefits or if there is a conflict in language, the formal language of the plan documents govern, not the informal wording of this Handbook. Plan documents, if applicable, are available for your inspection. FRCS and its designated benefit-plan administrators reserve the right to determine eligibility as well as interpretation and administration of issues related to benefits offered by FRCS. Employment benefits vary according to the position and status of the employee.

1.12 Statutory Insurance Programs

Workers' Compensation Insurance: FRCS is insured to provide workers' compensation coverage at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to the applicable legal requirements, workers' compensation insurance may provide wage replacement benefits after a waiting period. Employees who sustain work-related injuries or illnesses must inform their Principal or Manager immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.



Unemployment Insurance: FRCS complies with all local, state, and federal laws that govern the unemployment insurance program. The Unemployment Insurance Program provides unemployment benefits to eligible workers who are unemployed through no fault of their own and meet other eligibility requirements (as determined under state law). Information about this program will be provided to employees in the event of an employment separation.

Social Security and Medicare: During employment with FRCS, all employees contribute a specified percentage of their earnings and FRCS pays an equal amount for the benefits provided under the Social Security and Medicare programs. In addition to retirement benefits, the program also provides benefits for eligible employees and their dependents in the event of disability.

MTRS: All teaching and some non-teaching employees employed in a Massachusetts charter school are eligible for and required to contribute to the Massachusetts Teachers' Retirement System (MTRS) in lieu of contributing to Social Security. The contribution percentage is determined by MTRS and is based on when an employee first enrolled. Pension will be based on years of service and salary. Please visit <http://www.mass.gov/mtrs> for further information on this benefit.

Paid Family Medical Leave: This is a benefit for anyone who works in Massachusetts and who may be eligible to take up to 26 weeks of paid leave for medical or family reasons. PFML is separate from both the federally mandated benefits offered by the Family Medical Leave Act (FMLA) and from leave benefits that may be offered by the School.



Section 2: Pay Practices

2.1 Pay Schedule

For payroll purposes, the workweek is measured from 12:00 AM Sunday to 11:59 PM the following Saturday. All employees are paid on a semi-monthly basis via direct deposit. A paycheck will include earnings for all work performed through the end of that payroll period. If a regularly scheduled payday falls on a holiday employees will receive pay on the last business day before the regularly scheduled payday.

FRCS does not provide pay advances on unearned wages or provide employee loans.

Mandatory Direct Deposit

As a condition of continued employment, all employees are required to participate in a direct deposit program for payroll purposes. Electronic paystubs are made available to employees.

2.2 Pay Corrections

We make every effort to ensure that our employees are paid correctly. However, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, we will promptly take action to make the necessary corrections. All employees are responsible for reviewing their paychecks when they are received to make sure they are correct. If an error has occurred, the employee should promptly bring the discrepancy to the attention of the Payroll Team so that corrections can be made as quickly as possible. Should there be an underpayment of any kind, we will make every effort to repay an employee as quickly as possible. If there is an overpayment of any kind, employees are responsible for bringing it to the attention of the Payroll Team. Failure to report an overpayment is grounds for disciplinary action, up to and including termination of employment.

2.3 Pay Deductions

We advise employees to review their paystub to ensure that it reflects the proper number of withholdings. The W-2 form that employees receive annually reflects how much of their earnings were deducted for these purposes. Any other mandatory deductions to be made from an employee's paycheck, such as court-ordered garnishments, will be explained to the employee if FRCS is ordered to make such deductions.

Despite our best efforts to prevent improper deductions, it is possible that mistakes may be made. If any employee believes that an improper deduction from wages has been made, they should report the situation immediately to the Payroll Team. No deductions will be taken from an exempt employee's pay inconsistent with the exempt employee's salaried status. Nor shall any policy or statement in this Employee Handbook or any other policy, practice, or procedure of FRCS be construed as permitting or



authorizing an exempt employee's pay to be subject to deductions inconsistent with their salaried status.

2.4 Attendance and Punctuality

To maintain a productive work environment, FRCS expects all employees to report to work as scheduled, be on time, and be prepared to start work. Additionally, employees are expected to meet their contractual hours by remaining on site until the end of the day, unless they have pre-arranged time off with their supervisor and logged the time in as sick, personal or vacation time. Small errands off campus may be permitted during lunch breaks, but employees must sign in and out of the building for safety reasons.

Consistent attendance is a critical element in the performance of every employee and is essential for the success of our School. In order to maintain a healthy work environment, employees should stay home if they are sick. Barring extraordinary circumstances, unplanned absences can disrupt work, inconvenience other employees, and affect productivity. Excessive absences and late occurrences may subject the employee to disciplinary action, up to and including termination of employment. In general, the School considers excessive absenteeism when employees are on track to meet or exceed 9 or more unplanned absences. 3 consecutive sick absences require a note from the doctor and may require additional written clearance from a physician to return to work. Additionally, sick days taken before or after holidays, or in the first week of school, or on the last day of school or immediately following a performance review, require a doctor's note.

If an employee has exceeded the amount of sick, vacation or personal time they accrued, they are not permitted to take additional unpaid time without explicit written approval from Human Resources.

If employees are unable to work their scheduled hours, they must notify their Principal or Manager prior to the start of the school day.

Teachers are responsible for making sure there is a complete substitute teacher folder which is up to date and kept in an accessible location in your classroom. Information that should be available include class roster, class schedule, seating chart (if applicable), and copy of lesson plans to be used in the event of an unplanned absence.

Absent without Leave (AWOL)

Any employee who is absent and fails to contact their Principal or Manager and/or Human Resources for three (3) consecutive business days will be considered to have voluntarily abandoned their employment with FRCS.



2.5 Work Schedules

All employees of FRCS are expected to demonstrate commitment to the mission of the School, to quality performance, to self-assessment and continuous improvement, and to a positive team approach to students, students' families, and co-workers.

In addition to the regular hours per year (**7:30 am to 3:30 pm** Monday thru Friday and **4:15 pm** on Wednesdays), employees may be required to work extra time when necessary to minimize downtime and to meet calendar requirements and as determined by the School in its sole discretion.

Academic Calendar

To serve as a guide for which days employees will be on duty, the Leadership Team will develop and distribute a calendar of school days, events, holidays, and vacations each academic year. It may be changed at the discretion of the Board of Trustees at any time without notice. Employees' responsibilities may require them to work on days outside the school calendar.

Definition of Year

When benefits, vacations, holidays, or other aspects of employment are described, unless otherwise defined, the "year" is assumed to be the period of time between Staff Orientation, usually the last week prior to the first day of the school year, and as early as August 15th, for 10-month employees, or the period of time between July 1st and the following June 30th, for 12-month employees.

2.6 Alternative Work Arrangements

Alternative work arrangements are voluntary workplace alternatives where FRCS agrees to allow an employee to perform some, or all assigned duties at home or another location for all or part of their workweek or give an approved change to typical work hours. These work arrangements will be made on a case-by-case basis at FRCS's sole discretion.

Each request will be reviewed by the employee's Manager and the Director of Human Resources. Approval will depend on the needs of the job, the employee's job performance and attendance history, as well as their personal situation, among other factors.

To request an alternative work arrangement, employees must request the change in writing to Human Resources. Employees will meet with their Manager and Human Resources to discuss the matter and request authorization in advance, when possible.

The School reserves the right to modify or eliminate at its sole discretion an alternative work arrangement at any time, with or without notice.



2.7 Timekeeping

All nonexempt employees (hourly paid) are required to sign in and out by accurately recording their time worked in the electronic timekeeping system. When employees receive their paychecks, they should verify immediately that their working time was recorded accurately and that they were paid correctly for all hours worked. Employees may not start work early, finish work late, work during a meal break, or perform any other extra or overtime work unless directed to do so.

Employees who have questions about when or how many hours they are expected to work should contact their Principal or Manager.

It is a violation of FRCS's policy for anyone to instruct or encourage another employee to work "off the clock," to incorrectly report hours worked, or to alter another employee's time records. If any employee is directed or encouraged to incorrectly report hours worked, or to alter another employee's time records, they should report the incident immediately to a Principal or Manager. Managers must review and approve timesheets at the end of each pay period. Timesheets are retained by FRCS as a record of service and must be carefully prepared each week without exception. Altering, falsifying, or tampering with time records; recording on another employee's timesheet; or having another employee alter someone else's timesheet will result in disciplinary action, up to and including termination of employment.

2.8 Overtime

Overtime compensation is paid to all nonexempt employees in accordance with state and federal wage and hour laws. Overtime pay is based on actual hours worked per week above and beyond 40 hours. Any approved paid time off, including sick time, vacation time, holiday pay, or any other type of paid leave, will not be considered hours worked for purposes of calculating overtime. Overtime is paid at "one and one-half" times the "regular rate of pay". Nonexempt employees may not work overtime without authorization from their Principal or Manager or an appropriate member of the management team. Failure to obtain prior authorization may result in disciplinary action, up to and including termination of employment.

Exempt employees are expected to work as much of each workday as is necessary to complete their job responsibilities and are not paid overtime wages; therefore, they are not required to obtain prior authorization for hours that would normally be considered overtime.

2.9 Stipends

An active employee may earn additional pay for additional work that cannot be completed during the regular school day. Examples of this include:

- Regular Before or After School Duties
- Tutoring
- Grade Level, Subject Area, or Department Leads

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- Program Coordination
- Curriculum Writing
- Coaching

All stipend opportunities will be posted, and internal applicants will be considered and will be chosen by the Principal or Manager.

2.10 Break Periods

FRCS provides break time as appropriate, subject to operational needs and manager discretion. Any rest breaks of short duration (lasting between five and 20 minutes) will be counted as “hours worked” and paid accordingly. Meal breaks lasting 30 minutes or more are not considered “hours worked” for purposes of federal law and will not be paid for nonexempt employees.

2.11 Payment for Advanced Degrees

FRCS is supportive of our teacher’s education advancement. If a teacher plans to complete a master’s degree, they should inform Human Resources of the date in which they expect to graduate no later than January 1st, prior to the year they are expected to receive their degree, so that the teacher’s salary can be adjusted in the following year’s budget.

To confirm your degree with Human Resources, official, conferred degrees must be received directly from the College/University to Human Resources. Unfortunately, forwarded transcripts cannot be accepted by our office.

In order for your transcripts to be considered official and original they must meet the following criteria:

- Official Hard Copy (Paper) - You must provide an original with a seal.
This can be mailed to:
Foxborough Regional Charter School
ATTN: Human Resources
131 Central Street, Foxborough MA 02035
- Official E-Transcript (Electronic) - You must have your school/university send it directly to the hr@foxboroughrcs.org email address.



Section 3: Time Off and Leaves of Absence

3.1 Holidays

FRCS will publish a list of observed holidays each school year. Holidays are not the same as school breaks, such as spring break, summer, or winter break. Certain employees may be required to work during such breaks.

Holiday Pay Guidelines

- Regular full-time and part-time employees on FRCS's active payroll are eligible to receive holiday pay when the holiday falls on a day the employee is regularly scheduled to work.
- No other category of employee will be eligible for holiday pay.
- Employees who are on a continuous leave of absence are not eligible to receive holiday pay. Employees who are on an approved intermittent leave and are not scheduled to work on the day of a School-observed holiday are not eligible for holiday pay.
- Holiday pay will not count toward hours worked in determining overtime.
- Exempt employees paid a weekly salary will receive no more than their normal weekly salary for any week in which a holiday falls, regardless of whether they perform work on the holiday.

3.2 Paid Vacation

Unless otherwise specified in an employee's offer letter or other agreement, 12-month employees are eligible to accrue paid vacation time. 12-month employees are generally non-teaching staff, including senior administrators, administrative staff, student support staff, and maintenance.

All other employee types (i.e., 10-month employees) will take vacation time during the school vacation weeks and school summer break.

Per diem and temporary staff are ineligible for paid vacation.

The following guidelines and conditions for use of vacation time shall apply to most 12-month employees:

Employee Classification	Vacation Earned Per School Year	Accrual Rate
Non-Administrators	10 days	1 day per month
Administrators	4 weeks	1.67 days per month

12-month part-time staff accrue a prorated share of paid vacation that is provided to 12-month full-time staff. Proration is based on the number of hours the employee is regularly scheduled to work.

Guidelines & Conditions:

- Employees accrue vacation time each benefit year (July 1 to June 30).

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- In general, when an employee is on an approved leave of absence, requesting vacation time to extend the leave is not permitted. Each situation may be reviewed on a case-by-case basis with the Human Resources Department.
- For certain employees, vacation time may be required to be taken during a school break. Employees shall refer to their employment offer letter or discuss with their Principal or Manager.
- Vacation can be used in minimum increments of half days or full days.
- Eligible employees must request the use of vacation with as much notice as possible. The granting of vacation time is conditional upon the written approval of an employee's supervisor.
- Vacation will be tracked using a system to be managed by Human Resources.
- If sickness occurs during vacation, it is counted as vacation, and will not be paid as sick time.
- Vacation pay is paid at an employee's base rate and will not be counted towards hours worked for the purposes of determining overtime pay for nonexempt employees.
- When an employee separates from School, whether on a voluntary or involuntary basis, FRCS will pay out all accrued, unused vacation time.
- Unless otherwise specified in a written contract from Human Resources and the Executive Director, all 12-month employees are hired with 10 days of vacation time which they may use throughout the year. Additionally, all 12-month employees are given an additional week off in the summer when the building is closed and no business is conducted, which are in addition to the employee's earned vacation time.
- After a 12-month employee's 5th continuous year of employment with FRCS, they are eligible to accrue an additional 5 days of vacation time, and again at the employee's 10th continuous year of employment (up to 4 weeks max, not including the additional week when the building is closed).
- Regardless of the amount of vacation time a person earns each year, employees are only authorized to carry over a maximum of 5 days into the next fiscal year, unless approved in writing by the Executive Director and Human Resources. *Any accrued, unused vacation in excess of that amount shall be forfeited.*

3.3 Sick Time

All employees will receive paid sick time as follows:

Employee Category	Total Sick Days Earned Per School Year	Accrual Rate
12-month employees	12 days	1 day/month
10-month employees and 10-month and 10-day employees	9 days	0.9 days/month
Per-Diem Substitutes, Long-Term Substitutes, and Non-Regular Employees (i.e., temporary, and seasonal)	n/a	1 hour accrued for every 30 hours worked

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Employees working less than a full-time schedule will accrue a pro-rated amount of sick time based on their regularly scheduled hours.

Guidelines & Conditions:

- Sick leave should not be taken the day before or the day after a School-scheduled holiday.
- Sick time leave may be used by the employee for the following reasons:
 - (1) to care for a physical or mental illness, injury or medical condition affecting the employee or the employee's child, spouse, parent, or parent of the spouse;
 - (2) routine medical or dental appointments (including travel time) of the employee or the employee's child, spouse, parent, or parent of the spouse;
 - (3) to address the effects of domestic violence on the employee or the employee's child; or
 - (4) any other reason covered under state sick law

In general, when an employee is on an approved leave of absence, requesting sick time to extend the leave is not permitted, unless the reason for leave qualifies for one of the above reasons. Each situation may be reviewed on a case-by-case basis by the Human Resources Department.

Notification & Documentation

Notice of the need for sick time leave should be provided to the Principal or Manager as far in advance as possible and must be provided no later than 7:00 A.M., of the day on which the employee will be absent. Medical documentation may be requested for sick time leave exceeding twenty-four (24) consecutive hours (or 3 consecutive days). If an employee fails, without reasonable justification, to provide the required documentation, the School may recoup the sum paid for the sick leave from future pay.

Employees who test positive for COVID-19 with an at-home test must provide the result of a PCR test to the School Nurse within 5 days of their absence or the school will not approve the time off.

Any faculty member who will be absent for any reason is expected to notify their Manager of Principal and the Substitute Coordinator in advance, or as soon as possible, of the absence. For Faculty, the School will arrange to have classes covered by a substitute. Please ensure that lesson plans and materials are readily accessible for another teacher to use in your classroom for the day.

Carry Forward & Pay Out

Employees hired after July 1, 2022 may only carry up to 40 hours of sick time from one year to the next.

Employees who began working at FRCS prior to July 1, 2022 may carry forward an unlimited amount of sick time from one year to the next. However, these employees who carry a balance above 40 hours will not continue to accrue sick time until they reach a balance below 40 hours.

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Unused sick time will not be paid out upon separation of employment.

3.4 Personal Days

Staff and Faculty are eligible for paid personal days. Personal days are not intended to be used as vacation time, rather it shall be used with discretion. For example, this time can be used in case of an emergency, to handle personal matters, or for religious holiday observance not covered by the School calendar on in excess of the maximum amount of religious holidays given by FRCS.

Except in emergency situations, employees must give notice, using the time and attendance online portal at least two (2) days in advance. Taking personal leave on the day before and/or the day after a holiday is discouraged. Requests to use a personal leave in such a case must be submitted in writing by the faculty/staff member to their administrator who will have complete discretion in approving or denying such a request.

Employee Category*	Total Personal Days Per School Year
12-month employees	3 days (front loaded at time of hire)
10-month employees and 10-month and 10-day employees	2 days (front loaded at time of hire)

**Employees working less than a full-time schedule will receive a pro-rated amount of personal time based on their regular schedule.*

**After each 10 years of service, employees earn an additional personal day.*

In general, when an employee is on an approved leave of absence, requesting personal time to extend the leave is not permitted, unless the reason for leave qualifies for one of the above reasons. Each situation may be reviewed on a case-by-case basis by the Human Resources Department.

3.5 Bereavement Leave

Up to three (3) days of paid bereavement leave will be provided to all employees in the event of the loss of an immediate family member. Immediate family member includes a spouse, domestic partner, child, parent, grandparent, parent or grandparent in-law, and sibling or comparable step-relation. Employees will be provided with one (1) day for a non-immediate family member. With approval from one's Principal or Manager, an employee may use any available paid time off for additional time off. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

3.6 Religious Observances and Accommodation

FRCS respects the religious beliefs and practices of all employees and will make available, upon request, reasonable accommodation for such observances when a reasonable accommodation is



available that does not create an undue hardship on the School. Employees with religious beliefs or practices that conflict with their job, work schedule, FRCS's policy or practice on dress and appearance, or with other aspects of employment may seek religious accommodation. Any requests for religious accommodation must be submitted in writing to Human Resources. The written request must include the type of religious conflict that exists and the employee's suggested accommodation. FRCS will make efforts to accommodate these requests.

Employees may take up to 3 additional paid days off to observe religious holidays that require time off from work. Employees must request this time off, at least 2 weeks in advance and submit this request in writing to Human Resources for approval.

3.7 Jury Duty

Employees are allowed time off for civic jury duty, and it is treated as a paid absence for up to three business days. When an employee is required to serve as a juror, time off will be granted as follows:

- The employee must notify Human Resources upon receipt of a summons or subpoena so that arrangements can be made to accommodate the employee's absence.
- A document from the court, which verifies the time spent by the employee (including, if applicable, being seated on a jury, being detained in a jury pool, or being subpoenaed as a witness) and, if paid, the amount paid to the employee, must be submitted to the School.
- Faculty shall contact the Substitute Coordinator to obtain the necessary replacements for the employee's School responsibilities for any time period that the employee is absent because of jury duty.
- An employee who is subpoenaed to serve on a grand jury will receive paid time off in the same manner as civic jury duty per the jurisdiction the employee works in.
- An employee who is subpoenaed to serve as a witness for reasons not related to FRCS must use paid time off.

3.8 Voting Duty

FRCS encourages all employees to fulfill their civic responsibilities and to vote in official public elections. Generally, working hours are such that an employee will have ample time to cast a vote before or after the work shift. If employees do not have sufficient time to vote, however, that employee should discuss the matter with a Principal or Manager. FRCS will comply with all applicable state and municipal voting time laws.

3.9 Military Leave

Both state and federal law provide employees with the right to take leave to serve in the military. At the federal level, military leave rights are governed by the Uniformed Services Employment and Reemployment Rights Act, commonly referred to as USERRA. FRCS abides by all military leave requirements in accordance with applicable state or local laws.



- A. *Eligibility for Leave:*** FRCS provides unpaid military leaves of absence to employees who serve in the uniformed services as required by USERRA and applicable state laws. The uniformed services are defined as the Army, Navy, Marine Corps, Air Force, Coast Guard, Army National Guard, Air National Guard, Commissioned Corps of the Public Health Service, and any other category of persons designated by the president of the United States in time of war or national emergency. The uniformed services also include participants in the National Disaster Medical System when activated to provide assistance in response to a public health emergency, to be present for a short period of time when there is a risk of a public health emergency, or when they are participants in authorized training. Service consists of performing any of the following on a voluntary or involuntary basis: active duty, active duty for training, initial active duty, inactive duty training, full-time National Guard duty, absence from work for an examination to determine fitness for such duty, and absence for performing funeral honors duty. Total military leave time may not exceed five (5) years during employment, except in certain, defined circumstances.
- B. *Notice of Leave:*** Advance notice of leave is required, preferably in writing, unless giving of notice is impossible or unreasonable, or notice is prohibited by military necessity (which is defined by the United States Department of Defense). When notice is required, employees must provide their Principal or Manager with as much advance notice as possible of any anticipated leave of absence for military service.
- C. *Compensation and Benefits During Leave:*** Accrued, unused paid time off will be paid during military leave at the employee's request. After thirty (30) days of continuous military leave, employees may elect to continue their health plan coverage at their own expense, for up to twenty-four (24) months or during the remaining period of service, whichever is shorter.
- D. *Reemployment:*** To be eligible for reemployment an employee must have provided advance notice of the need for military leave (where required) and have completed their service on a basis that is not dishonorable or otherwise prohibited under USERRA.

Employees whose military service will be for fewer than thirty-one (31) days must report back to work at the beginning of the first full, regularly scheduled workday following completion of service, after allowing for a period of safe travel home and eight (8) hours of rest. Employees whose military service will be for more than thirty (30) days, but fewer than one hundred eighty-one (181) days, must apply for reemployment within fourteen (14) days after completing service. Employees whose service is greater than one hundred eighty (180) days must apply for reemployment within ninety (90) days after completing service.

As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in loss of reemployment rights. Full details regarding reinstatement are available from



Human Resources. An employee returning from military leave is entitled to any unused paid time off they had at the time the military leave began minus any paid time off they chose to use during the leave. Upon reinstatement, the employee will begin to accrue paid time off benefits at the rate they would have attained if no military leave had been taken.

3.10 Paid Family and Medical Leave

Under the Massachusetts Paid Family and Medical Leave Law, (MA PFML), eligible employees are entitled to a leave of absence to care for a family member with a serious health condition, their own serious health condition, to bond with a new child, or assist with obligations that arise when a family member is called into active military service. Eligible employees receive wage replacement benefits based on the employee's earnings.

Paid Family and Medical Leave benefits will not be paid to 10 month or 10 month & 10 day employees when school is not in session. If the planned leave includes dates when school is not in session (i.e. vacation week or summer breaks) those days are counted towards the continuous leave and additional days cannot be added without explicit approval from Human Resources.

MA PFML benefits are administered by our disability benefits provider, [Principal](#). The specifics of this benefit, including instructions on how to submit a claim can be found on FRCS's Benefits at a Glance.

- A. Health Coverage:** During an approved PFML leave, your health coverage will remain in force if you continue paying your share of the cost on time. In some cases, your payment may need to be made by your personal check or other means to maintain the coverage without interruption. Employees shall work with Human Resources on how premium payments shall be made while on leave.
- B. Notice of Leave:** Employees must provide at least 30 days advanced written notice with Human Resources and specify the anticipated start date of the leave, length of the leave, and expected date of return. If the employee is unable to provide 30 days' notice due to circumstances beyond their control, the employee must provide notice as soon as practicable. Failure to provide timely notice may result in a partial denial or delay in benefits.
- C. Intermittent and Reduced Schedule Leave:** Under some circumstances, employees can take PFML on an intermittent or on a reduced schedule basis to care for their own or a family member's serious health condition or to care for a family member who is covered service member.

Reduced Schedule Leave: This is when you are working a reduced work schedule that is still consistent week-to-week. For example, you normally work 7am-3pm, Monday through Friday, and you need to attend to your dependent child's weekly doctor appointments on Tuesdays and



Thursdays, so you may want to work Mondays, Wednesdays, and Fridays. This is a predictable reduced weekly schedule for the length of the approved PFML leave.

Intermittent Leave: This is when you need to take time off here and there, sometimes in unpredictable increments. This type of leave may also be if you or your family member has a chronic condition that can flare up without warning, requiring time off from work. For example, you may need a certain number of hours off each week for a medical or family need, for unpredictable doctor appointments or physical therapy sessions, for a set period of time.

In order for PFML to be taken on an intermittent or reduced schedule for medical or family reasons, a health care provider must determine it is medically necessary.

If an employee requests intermittent or reduced schedule leave for their own serious health condition, the School may request additional information and will work with the employee to identify a schedule that meets the employee's needs without unduly interrupting business operations (subject to the approval of the employee's healthcare provider).

Bonding Leave: In the case of leave for the birth, adoption, or foster care placement of a child, the School will consider requests to take leave on a reduced schedule, on a case-by-case basis. A reduced schedule leave is a predictable weekly schedule that does not change during the length of the approved leave. Due to the nature of the role for instructional staff, taking bonding leave consecutively provides better consistency and stability in the classroom and is therefore recommended. Intermittent bonding leave is not permissible.

D. *Return to Work:* An eligible employee who takes leave under MA PFML and returns to work on or before the approved leave's end date will be entitled to return to their former job or to an equivalent job with the same or substantially similar duties and responsibilities and with equivalent benefits, pay, and working conditions, as determined by the organization. Taking family leave will not result in the loss of any employment benefit accrued prior to the date the leave began. The School may deny restoration to any employee if other employees of equal length of service credit in the same or equivalent positions have been laid off due to economic conditions or a change in operating conditions or the contract for employment for which the employee was hired has concluded and would not have otherwise continued to employ the employee.

E. *Coordination with Other Leaves:* Leave taken under PFML will run concurrently with leave taken under the Massachusetts Parental Leave Act and the federal Family and Medical Leave Act when the leave is for the same qualifying reason.

F. *Fraudulent Use of MA PFML Prohibited:* Employees who fraudulently obtain MA PFML shall not



receive the protections and benefits provided by the law and may be required to repay any benefits received and may be subject to disciplinary action up to and including termination.

In the event of a conflict between this policy and the private PFML carrier benefit summary or certificate of coverage, the carrier's documents govern.

3.11 Parental Leave

Full-time employees are entitled to take up to eight (8) weeks of unpaid leave for the birth of a child or placement for adoption or placement pursuant to a court order of a child under eighteen (18) years of age (or under twenty-three (23) years of age if the individual is mentally or physically disabled). Employees are eligible for leave under this policy if they are full-time and have been employed by FRCS for at least three consecutive months. If an employee's parental leave qualifies as leave under the Massachusetts Paid Family and Medical Leave and the federal Family and Medical Leave Act when the leave is for the same qualifying reason (FMLA), the two leaves will run concurrently. Leave under this policy is unpaid, however employees may choose to use accrued paid time off and apply for paid medical and family (PFML) benefits as described above.

3.12 Crime Victim Leave

Employees who are victims of abusive behavior, defined for purposes of this policy to include domestic violence, stalking, sexual assault, and kidnapping, or that have a family member who is a victim of abusive behavior, may take up to 15 days of unpaid leave within a 12-month period to address issues related to the abuse. Employees may use any available vacation leave, personal leave, and sick leave, if applicable.

For purposes of this policy, abusive behavior includes conduct by a current or former spouse; a person with whom the employee or covered family member shares a child; a person cohabitating with or who has cohabitated with the employee or covered family member; a person related by blood or marriage to the employee or covered family member; or a person with whom the employee or covered family member has or had a dating relationship.

Where they overlap, leave taken under this policy will run concurrently with leave under FMLA.

Employees needing leave under this policy must provide advance notice when foreseeable. However, if there is a threat of imminent danger to the health or safety of the employee or a covered family member, the employee must notify FRCS within three workdays that protected leave was taken or is being taken. Such notice may be provided by the employee, a family member of the employee, or a professional assisting the employee with addressing the abusive behavior, and can be made via telephone, in person, or in writing.



FRCS may require employees to provide supporting documentation demonstrating that the employee or a covered family member was the victim of abusive behavior and that the reason for taking leave was related to that behavior. All information and documentation related to an employee's use of domestic violence leave will be kept confidential, unless such disclosure is expressly required by law, requested in writing by the employee, or necessary to protect the safety of the employee or other employees.

Upon return from leave, employees will be restored to their original position or to an equivalent position. FRCS will not take any adverse action against an employee for exercising their rights under this policy. Additionally, employees taking leave under this policy will not lose any benefits accrued prior to the start of the leave.

3.13 Small Necessities Leave

Under the Small Necessities Leave Act (SNLA), employees who are eligible for Family and Medical Leave under the federal law shall be entitled to a total of 24 hours of additional unpaid leave (which may be taken intermittently or on a reduced leave schedule) during any calendar year to:

- Participate in school activities directly related to the educational advancement of their children, such as parent-teacher conferences or interviewing for a new school;
- Accompany child(ren) to routine medical or dental appointments, such as checkups or vaccinations; or
- Accompany an elderly relative of the employee to routine medical or dental appointments or appointments for other professional services related to the elder's care, such as interviewing nursing or group homes.

Employees are required to give notice of their need for leave under SNLA not less than seven (7) days before the leave is to begin if the leave is foreseeable; if it is not foreseeable, such as for an illness or injury, the employee must give notice to their Principal or Manager and/or Human Resources of the need for leave as soon as it is practical. Any leave taken under SNLA will be unpaid unless the employee wishes to use vacation or personal time, in which case it should be recorded as such by the employee, and it will run concurrently with leave under the Massachusetts Earned Sick Time Law.



Section 4: The Workplace

As stated in the section on general philosophy, “Employees are expected to maintain the highest professional and personal standards.” This would include but not be limited to communication and interactions with fellow Employees, Parents and Students whether in person, by phone or internet usage. Examples of some of the conduct standards by which the School requires our employees to abide are outlined within this section. Inappropriate behavior may lead to discipline, up to and including termination.

4.1 Appearance and Dress Code

FRCS embraces cultural differences and encourages all employees to express themselves freely, observed through their choices in clothing, hairstyles and accessories which are consistent with their cultural, ethnic, religious, or racial heritage or identity. FRCS does not have dress codes that restrict employees’ clothing or appearance on the basis of gender. Transgender and gender non-conforming employees have the right to dress in a manner consistent with their gender identity and/or gender expression.

General Guidelines

- We adopt a “business casual” approach. Examples include slacks, khakis, collared shirts, polo or buttoned shirts skirts, sweaters, dresses, and blazers.
- Everyone is expected to wear clean clothing, free of holes, rips, tears, or other signs of wear.
- Work clothes should be professional. If you can wear it to the beach or the gym, it is not considered work appropriate.
- Additionally, graphic t-shirts, jeans, shorts, and footwear such as flip flops are not considered appropriate in our work environment unless the day’s tasks and responsibilities require otherwise, or you are told otherwise by a manager or supervisor.
- Attire for employees who work during summer months may be more relaxed at the discretion of the senior leadership team.

If an employee has a question about what constitutes appropriate work attire, please contact your Principal or Manager. Employees who report to work in violation of this policy may be instructed to return home to change.

This policy will be interpreted to comply with applicable local, state, or federal law. FRCS will reasonably accommodate exceptions to this policy if required due to an employee’s religious beliefs, medical condition, or disability. Employees who need an accommodation should contact their Principal or Manager and Human Resources.



4.2 Code of Conduct and Ethics

All employees of Foxborough Regional Charter School are responsible for being aware of the state's conflict of interest laws and comporting themselves in a manner that will not violate those laws. All employees are required to complete all statewide certification requirements.

Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable local, state, and federal laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. FRCS expects all employees to act in accordance with all internal policies and aforementioned laws and regulations, and to refrain from any illegal, dishonest, or unethical conduct. The use of good judgment based on high ethical principles should guide employees with respect to acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, employees should discuss the matter with their Principal or Manager and/or Human Resources. Compliance with this policy is the responsibility of every employee of FRCS. Disregarding or failing to comply with our standards of business ethics and/or code of conduct may lead to disciplinary action, up to and including termination of employment.

4.3 No Solicitation or Distribution

Employees must not solicit other employees or distribute literature or printed matter of any kind for any purpose during their working hours unless authorized by the School. Solicitation does not include mere discussions without a concurrent request for action. Working hours does not include breaks or other off-duty time. Employees are also not permitted to distribute literature or printed matter of any kind at any time in the work areas of the School. People who do not work for the School are prohibited from distributing literature of any kind or soliciting employees for any purpose at any time on School premises.

4.4 Prohibition Against Harassment

It is the goal of FRCS to promote a workplace that is free of harassment. As a result, FRCS maintains a strict policy prohibiting sexual harassment and harassment against applicants and employees based on any legally-recognized status, including, but not limited to: race, color, religion, creed, sex, pregnancy (including lactation, childbirth or related medical conditions), sexual orientation, gender identity, age (40 and over), national origin or ancestry, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, citizenship status, certain criminal records, a personal admission to a facility for the care and treatment of a mentally ill person, taking of parental leave or any other status protected by federal, state or local law.

FRCS's anti-harassment policy applies to all persons involved in its operations, regardless of their position, and prohibits harassing conduct by any employee of FRCS. This policy also protects employees from prohibited harassment by third parties, such as, vendors, visitors, or temporary or seasonal workers. If such harassment occurs in the workplace by someone not employed by FRCS,



the procedures in this policy should be followed. The workplace includes actual work sites, any setting in which work-related business is being conducted (whether during or after normal business hours), FRCS -sponsored events, or FRCS -owned/controlled property.

Sexual Harassment Defined

Sexual harassment includes unwanted sexual advances; requests for sexual favors; or visual, verbal, or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment; or
- Submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment includes various forms of offensive behavior based on sex. The following is a non-exhaustive list of the types of conduct prohibited by this policy:

- Unwanted sexual advances or propositions (including repeated and unwelcome requests for dates);
- Offers of employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, posters, websites, emails, or text messages;
- Making or using sexually derogatory comments, innuendos, epithets, slurs, sexually explicit jokes, or comments about an individual's body or dress, whistling, or making suggestive or insulting sounds;
- Verbal and/or written abuse of a sexual nature, graphic verbal and/or written sexually degrading commentary about an individual's body or dress, sexually suggestive or obscene letters, notes, invitations, emails, text messages, tweets, or other social media postings;
- Physical conduct: touching, assault, or impeding or blocking normal movements and/or;
- Retaliation for making reports or threatening to report sexual harassment.

Other Types of Harassment

Harassment on the basis of any legally protected status is prohibited, including harassment based on race, color, religion, sex, pregnancy (including lactation, childbirth, or related medical conditions), sexual orientation, gender identity, age (40 and over), national origin or ancestry, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local law. Prohibited harassment may include behavior similar to the illustrations above pertaining to sexual harassment.

It also includes, but is not limited to:

- Verbal conduct including taunting, jokes, threats, epithets, derogatory comments, or slurs based on an individual's protected status;

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- Visual and/or written conduct including derogatory posters, photographs, calendars, cartoons, drawings, websites, emails, text messages, or gestures based on an individual's protected status; and
- Physical conduct including assault, unwanted touching, or blocking normal movement because of an individual's protected status.

Complaint Procedure

Any applicant or employee who believes that they have been subjected to prohibited harassment or retaliation by a coworker, manager, student, visitor, parent, or temporary staff member of FRCS, or who believes another individual has been subject to such conduct, should report it immediately. Applicants and employees are encouraged to report concerns, even if they relate to incidents in the past, involve individuals who are no longer affiliated with FRCS, or concern conduct occurring outside of work if it impacts the individual at work.

Complaints can be made verbally, or in writing, to the personnel listed below:

<p>Director of Human Resources* Foxborough Regional Charter School 131 Central Street Foxborough, MA 02035 508-698-7375</p>	<p>Chief of Staff* Foxborough Regional Charter School 131 Central Street Foxborough, MA 02035</p>
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***A current staff list is included in Addendum 3 of this handbook.**

Employees are not required to report any prohibited conduct who may be hostile, who has engaged in such conduct, who is a close associate of the person who has engaged in such conduct, or with whom the employee is uncomfortable discussing such matters.

Employees are encouraged, but not required, to communicate to the offending person that their conduct is offensive and unwelcome. Anyone in a Leadership role who receives a complaint of harassment or retaliation must immediately report the allegation to Human Resources.

After a report is received, a thorough and objective investigation will be undertaken. Confidentiality will be maintained to the extent practical and permitted by law. Investigations will be conducted as confidentially as possible and related information will only be shared with others on a need-to-know basis. The investigation will be completed, and a determination made and communicated to the employee, as soon as practicable.

If a complaint of prohibited harassment or discrimination is substantiated, prompt and effective remedial action will be taken, including appropriate disciplinary action, up to and including termination of employment. If a complaint cannot be substantiated, FRCS may take appropriate action, such as additional training, to reinforce its commitment to providing a work environment free from harassment.

Leadership's Responsibility

- Implementing this policy, which includes, but is not limited to, taking steps to prevent harassment and retaliation.



- Ensuring that all employees under their supervision have knowledge of and understand this policy.
- Promptly reporting any complaints to Human Resources so they may be investigated and resolved in a timely manner.
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with this policy; and
- Conducting themselves, at all times, in a manner consistent with this policy.

Failure to meet these responsibilities may lead to disciplinary action, up to and including termination.

Protection Against Retaliation

Retaliation is prohibited against any person by another employee or by FRCS for using this complaint procedure; reporting proscribed harassment, discrimination, or retaliation; objecting to such conduct; or filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions, or otherwise denying any employment benefit.

Individuals who believe they have been subjected to retaliation or believe that another individual has been subjected to retaliation, should report this concern to the highest-ranking on-site manager or to Human Resources. Any report of retaliatory conduct will be investigated in a thorough and objective manner. If a report of retaliation prohibited by this policy is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken. If a complaint cannot be substantiated, FRCS may take appropriate action to reinforce its commitment to providing a work environment free from retaliation.

Good Faith

The initiation of a good-faith complaint of harassment or retaliation will not be grounds for disciplinary action, even if the allegations cannot be substantiated. Any individual who makes a complaint that is demonstrated to be intentionally false may be subject to discipline, up to and including termination.

Support for Individuals Impacted by Harassment or Retaliation

FRCS will strive to assist anyone who has been subjected to unwelcome harassment or retaliation to feel more comfortable in the work environment. Such assistance may but does not necessarily include transfer or reassignment. Any such assistance is at FRCS's sole discretion.

Any employee who believes that they have been harassed or discriminated against should provide a written or verbal report to their Principal/Manager, another member of management or to Human



Resources as soon as possible. The responsibility to investigate complaints of harassment has been assigned to Human Resources.

State Agencies

The Equal Employment Opportunity Commission (EEOC) and equivalent state agencies will accept and investigate charges of unlawful discrimination and harassment at no charge to the complaining party. Employees who believe they have been harassed or discriminated against may also file a formal complaint with government agencies listed below:

The Massachusetts Commission Against Discrimination (MCAD) is the state agency responsible for handling complaints of harassment, including sexual harassment. The MCAD can be reached at the following locations:

- Boston Office: One Ashburton Place, Sixth Floor, Room 601, Boston, MA 02108, (617) 994-6000
- Springfield Office: 436 Dwight Street, Second Floor, Suite 220, Springfield, MA 01103, (413) 739-2145
- Worcester Office: 484 Main Street, Room 320, Worcester, MA 01608, (508) 453-9630

The Equal Employment Opportunity Commission (EEOC) is the federal agency that investigates harassment claims, including claims of sexual harassment. The EEOC can be reached at:

- John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203, (800) 669-4000

Complaints filed with the MCAD and the EEOC must be filed within 300 days of the incident.

Title IX Procedures

FRCS and all employees are required to follow all policies and procedures required by the U.S. Department of Education Final Rule under Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs or activities receiving federal financial assistance. Title IX Coordinator: Julia Garcia, Director of Human Resources

4.5 Workplace Bullying

FRCS does not tolerate bullying behavior by its employees. Employees who engage in workplace bullying may be disciplined, up to and including termination of employment. Workplace bullying is the repeated use of force, threats, or coercion to abuse, intimidate, or humiliate another employee.

Workplace bullying includes, but certainly is not limited to, the following:

- Verbal abuse, such as the use of patently offensive, demeaning, and harmful derogatory remarks, insults, and epithets;
- Verbal or physical conduct that is threatening, intimidating, or obscene;



- Pushing, shoving, kicking, poking, tripping, assaulting, or threatening physical assault, or intentionally damaging a person's work area or property; or
- Sabotage, or deliberately subverting, obstructing, or disrupting another person's work performance.

Cyberbullying refers to bullying, as defined above, that occurs through the use of a computer, cell phone, smartphone, tablet, pager, or other device that transmits electronic information, regardless of whether the device is owned by or located at FRCS or connected to FRCS network. Cyberbullying is also prohibited. This policy in no way prohibits employees from engaging in activities that are protected under applicable state and federal laws, including, but not limited to, any activity that is protected under Section 7 of the National Labor Relations Act, which includes the right of employees to speak with others, engage in workplace debates, and protest about their terms and conditions of employment.

Reporting and Response

Employees who are subject to, or witness, workplace bullying are encouraged to notify Human Resources immediately. FRCS will promptly investigate the complaint. FRCS will maintain confidentiality to the extent possible, consistent with its commitment to investigating the complaint promptly and thoroughly. If the complaint is verified, FRCS will take appropriate remedial and/or disciplinary action, which may include, but is not limited to, verbal or written warnings, suspension, termination of employment, counseling, and other actions. FRCS will also report the complaint to law enforcement, if appropriate. The complaining party will be advised of the results of the investigation.

Anti-Retaliation

FRCS strictly prohibits retaliation against an employee for making a good faith claim of bullying or for participating in good faith in an investigation of bullying. Reports of retaliation should be made to Human Resources or any manager with whom you feel comfortable.

4.6 Personal Relationships in the Workplace

The School will not take any adverse employment action against any employee for engaging in romantic relationships during nonworking hours away from FRCS premises. However, we will consider such relationships when they affect an employee's job performance, occur during working time or on FRCS premises, or pose a danger of a conflict of interest.

A familial or intimate relationship among employees can create an actual, or at least potential or perceived, conflict of interest in the employment setting, especially where one relative, spouse, partner, or member of such a relationship manages another relative, spouse, partner, or member. To avoid this problem, we may refuse to hire or place a relative or other intimately associated individual in a position where the potential for favoritism or a conflict exists. For purposes of this policy, a relative is any person



who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage (e.g., domestic partnership or civil union status). A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. In other cases where a conflict or the danger of a conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment, at the discretion of FRCS.

The Board of Trustees also discourages romantic relationships between employees and others not employed by FRCS where there is a possibility, in the sole judgment of the Executive Director or Board of Trustees, that confidential information relating to FRCS' finances, contracts, pricing, suppliers, personnel, students or the like could be compromised. In such case, FRCS may transfer the employee to a non-sensitive position or terminate the employee.

School employees are never permitted, under any circumstance, to engage in an intimate or romantic relationship with a student. School employees are required at all times to remain professional with students. If you become aware that a School employee is engaged in, or is attempting to engage in, an intimate relationship with a student, you must notify Human Resources immediately.

4.7 Workplace Violence Prevention

We are committed to providing a workplace free from violence and to maintaining a safe work environment. FRCS has adopted the following approaches to handle threats or acts of violence including intimidation, bullying, physical or mental abuse, and/or coercion that involve or affect FRCS employees or that occur on FRCS's premises.

Employees must refrain from conduct that may be threatening or dangerous to others. Firearms, weapons, and all other dangerous or hazardous devices or substances are strictly prohibited from FRCS's premises without proper authorization. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to one's Principal or Manager or any member of the management team.

When reporting a threat of violence, employees should be as specific and detailed as possible. All suspicious individuals or activities on or around FRCS's premises or work-site locations should also be reported as soon as possible to one's Principal or Manager, Human Resources, or any member of the management team. Employees should not place themselves in jeopardy or danger. An employee who sees or hears a commotion or disturbance near their work area should not try to intercede or see what



is happening, but instead should immediately report the incident to any of the following: Principal or Manager, any member of the management team, or, if the situation calls for it, the police (911).

FRCS will immediately and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of any individual who makes a report will be kept confidential to the fullest extent possible given the circumstances of each specific complaint. To maintain workplace safety and the integrity of its investigation, FRCS may suspend employees, with or without pay, pending an investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of this Handbook will be subject to immediate disciplinary action, up to and including termination of employment. FRCS encourages employees to bring their disputes or differences with other employees to the attention of their Principal or Manager or an appropriate member of the management team before the situation escalates into potential violence. FRCS is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

4.8 Disciplinary Action

The purpose of this policy is to state FRCS's position on the administering of equitable and consistent discipline for unsatisfactory conduct in the workplace. By complying with these standards, employees will be able to help maintain a positive and safe work environment for all employees and their colleagues. To address the times when an employee has not lived up to the positive standards, we may provide an employee with counseling, progressive discipline, or termination of employment. FRCS always maintains the sole discretion on deciding whether counseling, progressive discipline, or termination of employment is warranted.

The forms of disciplinary action that FRCS uses may include, but are not limited to, the following: verbal warning(s), written warning(s), suspension with or without pay, and termination of employment. The appropriate level of disciplinary action taken depends on the severity of the situation and the number of prior occurrences. In most situations where an employee has demonstrated unsatisfactory conduct, they may first receive a verbal warning, followed by a written warning, and finally termination of employment. There may be circumstances, however, where one or more steps are bypassed.

FRCS will determine the type of disciplinary action it chooses to administer based on the facts of each particular case, as deemed necessary, through a thorough investigation of the event by FRCS. At no point are any of the aforementioned rules, policies, practices, or procedures intended to interfere with or inhibit (nor shall they have the effect of interfering with or inhibiting) an employee's ability to exercise any rights afforded or protected by local, state, or federal laws. Nothing in this section in any way alters the "at-will" employment policy. FRCS reserves the right, at its sole discretion, to take whatever disciplinary action it deems necessary notwithstanding this section.



4.9 Confidential Information

As a condition of employment with FRCS, employees are required to sign an Agreement Regarding Confidential Information upon hire, and each year thereafter.

For the purposes of this Employee Handbook policy, employees are reminded that they are expected to maintain the privacy of confidential information they obtain in the course of employment, particularly regarding information and materials from and about students and families in accordance with 603 CMR 23.00 et. seq. and the Family Educational Rights Privacy Act (FERPA). The definition of “Confidential Information” does not include employee terms and conditions of employment which are not otherwise covered by or protected from disclosure by applicable privacy laws such as the ones named above. Moreover, this policy is not intended to restrict your rights under the National Labor Relations Act (NLRA) to discuss your terms and conditions of employment. Employees found in violation of this policy are subject to disciplinary action, up to and including termination of employment.

4.10 Funds Solicitation and Fundraising Projects

No employee may initiate or participate in the solicitation of funds for the School or School-sponsored activities without the prior written authorization of the Executive Director. This rule includes fundraising projects and performances.

4.11 Conflicts of Interest

Employees and their immediate families must avoid having any interests that are inconsistent with the best interests of FRCS, and must refrain from activities, investments, or associations that compete with FRCS; interfere with one’s judgment concerning FRCS’s best interests; exploit one’s position with FRCS for personal gain; or might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, employees may encounter situations where the business actions they take on behalf of FRCS may conflict with their own personal or family interests because the course of action that is best for them personally may not also be the best course of action for FRCS. For example, outside employment may pose a conflict of interest if the hours or work overlap or interfere with your work for the School.

Anyone with a conflict of interest or potential conflict of interest must immediately disclose it to a member of the management team and recuse themselves from any negotiations, deliberations, or votes that involve the conflict of interest and take any other necessary actions as required by FRCS. If you are unsure if certain activities are considered a conflict of interest, you should discuss the matter with your Principal or Manager or an appropriate member of the management team. This policy in no way prohibits employee affiliations or activities that are protected under applicable state and federal laws, including, but not limited to, any activity that is protected under Section 7 of the National Labor Relations



Act, which includes the right of employees to organize collectively and to speak with others about their terms and conditions of employment.

4.12 Tutoring Opportunities

Tutoring Paid for by Foxborough Regional Charter School

FRCS may hire its own staff members to provide tutoring services to FRCS students in addition to their full-time position. Should you be interested in providing tutoring services to FRCS students, please contact the Human Resources team for more information.

Tutoring (General)

Employees need to be aware of any potential conflicts of interest that could arise from accepting payment from a family for providing tutoring services to students. At all times, Foxborough Charter School employees must adhere to the Massachusetts State Ethics Laws, which are set forth in M.G.L. Ch. 268A.

4.13 Media Contacts

To ensure that FRCS communicates with the media in a consistent and professional manner, employees must get approval from the Executive Director whenever they are asked to speak on behalf of the School. Employees should not respond to media inquiries on FRCS's behalf without authorization; this does not prevent you from speaking with the media, but you should not attempt to speak on behalf of FRCS unless you have been authorized to do so.

4.14 Religious Activities on Campus

FRCS is a secular organization, and the activities and program are to reflect such. However, as an educational institution that celebrates diversity there may be religious activities, or demonstrations that are part of the curriculum or reflect the diversity in our community. These occurrences should be mindful of the non-sectarian mission of the school. The Executive Director will be the final arbiter as to the appropriateness of any religious activities on campus.



Section 5: Health and Safety

5.1 School Safety

FRCS is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury, accident prevention, and employee safety. Maintaining a safe work environment requires the continuous cooperation of all employees. FRCS will maintain safety and health practices consistent with the needs of our industry. If employees are ever in doubt about how to safely perform a job, it is their responsibility to ask their Principal or Manager for assistance. Employees must immediately report any suspected unsafe condition and/or any injury that occurs on the job. It is the responsibility of each employee to follow the established safety regulations and procedures. Employees who violate these safety rules may be subject to disciplinary action, up to and including termination of employment.

5.2 Reporting Injuries and Accidents

Any injury, whether or not it requires medical attention, should be reported to FRCS. Reporting will ensure that any existing safety hazards are corrected. Federal law (Occupational Safety and Health Administration “OSHA”) requires that FRCS keep records of all illnesses and accidents that occur in the workplace. Workers’ Compensation laws may also require that employees report any workplace illness or injury, no matter how slight. An employee who fails to report an injury may jeopardize their right to collect workers’ compensation payments, as well as health benefits. OSHA also protects an employee’s right to know about any health hazards that might be present on the job. An employee with any questions or concerns should contact their Principal or Manager for more information.

5.3 Security Inspections

FRCS wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, weapons, explosives, and other improper materials. To this end, FRCS prohibits the possession, transfer, sale, or use of such materials on its premises.

Desks and other storage devices are provided for the convenience of employees but remain the sole property of FRCS. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of FRCS at any time, either with or without prior notice. In addition, to ensure the safety and security of employees and students we reserve the right to question and inspect or search any employee or other individual entering or leaving FRCS premises. The inspection or search may include packages or items that the individual may be carrying, including briefcases, backpacks, handbags, shopping bags, etc. These items are subject to inspection and search at any time, with or without prior notice. We also require employees to agree to reasonable inspection of their personal property and/or person while on the job or on FRCS’s premises. The individual may be requested to display the contents of their personal property, in the presence of a FRCS representative of the same gender. FRCS will not tolerate any employee’s refusal to submit to a search.



5.4 Campus Security

Many people enter the School facility for various purposes, most of them important to normal operations. All personnel are responsible for campus security and should make contact with persons not readily identifiable and direct them to the building Central Office if necessary. Persons with no business at the School should be asked to leave and their presence reported to the building Central Office. The Central Office should be contacted when unauthorized persons are not willing to leave the campus, or even if they do leave as consistent with the Readiness and Emergency Management Plan. The School utilizes cameras in hallways and school buses. You may be subject to video recording while on school grounds or in school buses.

5.5 Workplace Monitoring

Workplace monitoring may be conducted by FRCS to ensure employee and student safety. While on FRCS's premises, employees should have no expectation of privacy in their belongings or in the nonprivate workplace areas which include, but are not limited to, classrooms, designated parking areas, desks, computers, lockers, rest or eating areas, vehicles engaged in FRCS operations, and any personal belongings on or in any of the above. Computers furnished to employees are the property of FRCS. As such, computer usage and files, including email usage and related files, may be monitored, or accessed.

5.6 Drug and Alcohol Use

FRCS is committed to providing a work environment free of the use of alcohol and the illegal use of drugs. Employees are expected to be in suitable condition to satisfactorily and safely perform their jobs. All employees are expected to conscientiously follow this policy and demonstrate a responsible attitude toward the use of alcohol and drugs.

Being under the influence of a drug or alcohol on the job poses serious safety and health risks to the user and to all those who work with the user. The use, sale, purchase, transfer, or possession of an illegal drug in the workplace, and the use, possession, or being under the influence of alcohol also poses unacceptable risks for safe, healthy, and efficient operations.

FRCS strictly prohibits the use, sale, attempted sale, conveyance, distribution, manufacture, purchase, attempted purchase, possession, cultivation, and/or transfer of illegal drugs or other unlawful intoxicants at any time, and in any amount or any manner, regardless of occasion. "Illegal drugs" means all drugs whose use or possession is regulated or prohibited by federal, state, or local law. These include prescription medication that is used in a manner inconsistent with the prescription or for which the individual does not have a valid prescription. Marijuana remains illegal as a matter of federal law and therefore the use of marijuana and marijuana products is prohibited by this policy.



Counseling and Rehabilitation

An employee's decision to seek help voluntarily will not be used as a basis for disciplinary action, although the individual may be transferred, given work restrictions, or placed on leave, as appropriate. A request for help is considered voluntary only if it is made before the employee is asked to submit to any drug or alcohol test or is discovered to have otherwise violated this policy.

Recurring or continued problems with performance, unexcused attendance, or inappropriate workplace behavior may result in disciplinary action, including termination. This policy is not intended to restrict the immediate notification of police or other appropriate authorities when the situation demands their immediate intervention. In circumstances when a person's behavior requires that they be restrained or removed from FRCS premises, the Principal or Manager should contact other local authorities.

Drug & Alcohol Testing

FRCS will require an employee to undergo a test to detect the presence of drugs or alcohol, at FRCS's expense, under the following circumstances:

- When FRCS has a reasonable suspicion that a person is under the influence of drugs or alcohol, due to the observation of the employee's behavior, odor of alcohol on the person, eyewitness report of drug or alcohol use by an individual, and/or any other indication of impaired behavior obvious to a reasonable person.
- When the employee is involved in an accident that results in bodily injury to themselves or others requiring outside medical care for anyone involved. Any employee whose acts, or failure to act, or who appears to have caused or contributed to the accident will be subject to drug and alcohol testing even if they themselves were not injured in the accident.
- As a condition of continued employment for an employee who has been found to be in violation of this policy and has agreed in writing to submit to periodic testing as a condition of continued employment under FRCS's disciplinary system.

Submitting to a drug screening as noted above is a condition of employment. An employee who refuses to submit to drug and alcohol testing when required to do so as noted above will be considered to have voluntarily resigned from FRCS and will be separated from employment immediately.

5.6 Smoke-Free Workplace

Smoking and/or using tobacco products including e-cigarettes and vaporizers is never permitted on School grounds by anyone. Employees can report violations of this policy to their Principal or Manager and/or Human Resources.

5.7 Emergency Procedures

Any emergency, whether a natural disaster, a fire, or an injury requires prompt action on the part of any personnel aware of the incident. Personnel must report such incidents to the proper School and local



authorities. After reporting any incident, all personnel should take appropriate action focused on ensuring the safety of all people involved and be consistent with the School's Multi-Hazard Evacuation Plan.

The Executive Director and the School Nurse must be notified immediately of any medical emergency and 911 must be called immediately. All emergencies must be reported promptly on the Student Accident/Emergency Report form to the Executive Director.

Accident Reporting

All non-emergency accidents or injuries involving students, whether athletic or otherwise, must be reported on the Student Accident/Emergency Report to the Nurse within 24 hours.

Any accident involving a vehicle used for the transportation of students or for conducting School business must be reported in writing to the Director of Operations immediately. Reports must detail all aspects of the incident including who, what, where when and how. Incidents involving injury or death must be reported immediately to the Executive Director from the scene of the accident. Drivers must follow all applicable motor vehicle regulations.

All other accidents or injuries involving faculty, staff, visitors, or other adults, including those that may qualify for worker's compensation, must be reported both in writing and in person to the Human Resources Office as soon as possible. See the Human Resources Office for procedures.

5.8 Evacuation Drills

School personnel are required by law to conduct periodic evacuation drills. All personnel will actively participate in all drills, including exiting buildings promptly, assisting with roll-taking procedures and following any evacuation drill duties posted in the School and/or otherwise assigned by the School and per the Multi-Hazard Evacuation Plan. After exiting from a building, all personnel should remain in a group away from roads and buildings.

5.9 Field Trips

Field trips may be a part of the School's curriculum. All such trips must be approved in advance by the building Principal who will share procedures for planning and conducting a field trip. Principals are the final say for approval or denial of a proposed field trip. School personnel are never permitted to use personal vehicles to transport children or their families for the purposes of a field trip.

5.10 Inclement Weather

Employees should check their email, check the FRCS website, watch local news, or contact their Principal or Manager during periods of adverse weather to find out if the School is closed or if there is a delayed start time.



Regardless of whether the School is open, employees must determine whether, in their personal circumstance, they believe it is safe to travel to and from work. Employees should notify their Principal or Manager if they are unable to come to work. Employees will be charged a Personal Day, and if the employee does not have time available, they will not receive pay for that day.

If the School is announced to be closed, all exempt staff will receive their regular pay for the day of closure. Nonexempt staff will receive an amount equivalent to their daily base pay for the day.

Early Closures/Delayed Openings: When potentially dangerous weather develops during the day and a decision is made by FRCS to close early, both exempt and non-exempt employees will be compensated as if they had worked to the end of their regularly scheduled hours for that day. If you elect to leave prior to the time FRCS closes, you will be required to use paid time off in an amount equal to the number of hours between the time you left and the time the School closed. If the School has a delayed start, nonexempt employees will be compensated as if they had worked a full day.

5.11 Contagious Infections

It is the School's policy that an employee's medical or health condition are matters private to that Employee. As such, under most circumstances the School does not inquire into any Employee's health. However, given the nature of the School's environment, the School must be mindful of protecting the health of all of its Employees and students. Therefore, any Employee who is diagnosed as having or carrying tuberculosis or another contagious disease is asked to report such information to the School Nurse or Executive Director immediately.

All decisions related to an infected person's participation in the School will be made on an individual, case-by-case basis. The guidelines offered by the Centers for Disease Control and Prevention (CDC) shall be part of the basis for such decision making. The Executive Director/School Nurse may consult with the Employee's physician, if the Employee gives consent, and may form a small consultation group including the school's nurse and such other members as the Executive Director may deem to be useful. The Executive Director, in consultation with these people, will be responsible for decisions regarding school attendance, alterations in school program and other related issues. The individual's confidentiality will be protected to the maximum extent possible. Persons with a need to know should be identified by the Executive Director's consultation group, with the goal of keeping the number to a minimum needed to ensure proper care of the employee, other employees, and students.

5.12 Children in the Workplace

Due to health and safety concerns, employees are discouraged from bringing children to the workplace, however, employees are welcome to have their children visit FRCS, provided that the visits are infrequent, brief, and planned in a fashion that limits disruption to the workplace. If the frequency, length,

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or nature of visits becomes problematic, the employee will be advised of the situation and will be expected to take corrective action.

When brief, infrequent visits by children are permitted, parents/guardians are responsible for ensuring that the visits comply with all designated safety protocols and school guidelines, including, but not limited to, the following:

- At all times, children remain the sole responsibility of the parents/guardians.
- At all times, parents/guardians must accompany their children.
- The presence of the child cannot disrupt the work environment or negatively affect the productivity of employees and/or students.
- At any time, if the supervisor determines that health or safety risks are too great, or that the children's presence is disruptive, a supervisor may ask the employee to remove their children from the workplace.
- This policy is not to be utilized as a backup childcare arrangement. Bringing children to the workplace during their school breaks, closures, or before/after school care, or lack of childcare is not appropriate.
- Children who have an illness that prevents acceptance by a regular day care provider or prevents attendance at school, particularly any children with an infectious disease, should not be brought to the workplace under any circumstances.

Employees are provided paid time-off benefits which should be used for personal reasons or to care for an ill child.



Section 6: Student Welfare

Our primary concern is the well-being of our students. All employees should at all times be aware of taking measures necessary to achieve that and are responsible for immediately reporting any possible problems or concerns regarding the health, safety, or well-being of our students to the Principal or Manager.

6.1 Student Records

A “student record” is any information maintained by the School regarding an individually identifiable student. As employees, you should be aware that both federal and state laws address the confidentiality of student records and impose strict limitations on the School’s ability to disclose them. Both the Family Educational Rights and Privacy Act (FERPA) and the Student Record Regulations adopted by the Massachusetts Board of Education at 603 CMR 23.00 apply to the School. Both FERPA and the state regulations are designed to ensure parents’ and students’ rights of confidentiality, inspection, modifying, and destruction of student records and to assist School authorities in carrying out their responsibilities.

Both FERPA and the state regulations place specific restrictions on when and under what circumstances the School may release student records to third parties outside of the School without the specific, written consent of the parents or guardian (or eligible student over the age of 14). Therefore, faculty and employees should never personally provide any records or information pertaining to a student to any person outside of the School without permission from the Human Resources.

Bear in mind, however, that the School may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if that information is necessary to protect the health or safety of that student or other individuals. Direct all questions regarding the confidentiality of student, employee, or School information to the Human Resources.

6.2 Mandated Reporting of Suspected Abuse or Neglect

Educators play an important role in child protection. State law requires that teachers, nurses, guidance counselors, social workers, and school administrators “who, in their professional capacity, have reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from abuse inflicted upon them which causes harm or substantial risk of harm to the child’s health or welfare, including sexual abuse, or from neglect, including malnutrition, shall immediately report such condition to the Department of Social Services.” Mass. Gen. Laws, c. 119 51A.

Therefore, when any employee or faculty member in their professional capacity has reasonable cause to believe that a child under the age of eighteen (18) years is suffering from the effects of any form of child abuse and neglect, the employee *must* report their concerns to the Human Resources, who will



either assume responsibility for making the required report or assist in doing so. A failure to make such a report when required is punishable by termination and may also be a violation of the law.

The law provides that schoolteachers and administrators are mandated reporters and therefore *must* report child abuse and neglect to the Department of Children & Families (DCF). When someone reports to DCF that they think a child is being abused or neglected, the report is called a "51A report." The name "51A" comes from section 51A of Chapter 119 of the Massachusetts General Laws.

Mandated reporters must report to DCF if, when acting in their professional capacities, they have reasonable cause to believe that a child is suffering certain kinds of physical or emotional injury. The kinds of physical or emotional injuries that must be reported are the result of:

- Abuse inflicted upon the child that causes harm or substantial risk of harm to the child's health or welfare, including sexual abuse;
- Neglect, including malnutrition; or
- Physical dependence upon an addictive drug at birth.

When a mandated reporter comes to believe any of these things, they must immediately communicate with DCF orally and, within 48 hours, must file a written report with DCF detailing the suspected abuse or neglect. The School expects that any employee who has reason to suspect that a student has been abused or neglected will report whatever they know immediately to the Human Resources, who will then ensure that a report is made as required.

Mandated reporting is also required for incidents of hazing. Hazing is defined as: "any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct includes whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation."

An employee who witnesses or hears about an incident of hazing must immediately report the incident to the Principal/Executive Director or to an appropriate law enforcement official as soon as reasonably practicable.

6.3 Maintaining Appropriate Boundaries with Students

All school employees are responsible for acting as role models of appropriate behavior for students and setting and maintaining appropriate boundaries with students at all times. Because this is a school environment, boundaries may be crossed to relate to students and meet their needs meaningfully and



effectively. However, there is some conduct that will always be deemed a violation of healthy boundaries and appropriate adult behavior. The School believes that its employees individually and collectively possess the wisdom and expertise necessary to conduct themselves in a manner that is educationally sound and acceptable both within the professional community and the community at large.

Physical contact

What constitutes appropriate physical contact in one circumstance may be totally inappropriate in another. Appropriateness will depend on a variety of factors, not the least of which will be the student's reaction and responses of other adults.

All physical contact between employees and students must have a valid educational purpose and objective, meeting the student's needs. The use of physical contact (including touching) except in an emergency situation, is strictly prohibited. Questions of the appropriateness of physical contact will be determined by the context of the contact on a case-by-case basis. Issues such as intent, context, location, circumstances, age, and sex are all considerations that may be relevant. Examples: Holding or comforting a student who has fallen and is crying may be appropriate, whereas placing a hand on a child's head to redirect his attention to the front of the room is not.

If a child or other employee specifically requests that they not be touched, then that request must be honored without question. If the child or other employee has not requested that they not be touched, then the following forms of touching are considered appropriate:

- Hugs given with permission to comfort an anxious or upset child
- Pats on the shoulder or back
- Handshakes
- Light "high fives" and hand slapping
- Touching shoulders
- Touching face to check temperature, wipe away a tear, and remove hair from face or other similar types of contact for similar comfort or care purposes
- Holding hands while walking with small children or children with significant disabilities for safety
- Reasonable self-defense
- Reasonable defense of another
- Reasonable restraint of a violent person to protect others or property
- Physical contact for safety purposes to prevent harm to a child (e.g., pulling a child to safety out of the path of a moving car)



Except as discussed above, the following forms of touching are never appropriate:

- Inappropriate or lengthy embraces
- Kisses
- Corporal punishment
- Sitting students on one's lap
- Touching buttocks, chests, or genital areas
- Pushing a person or another person's body part (other than to prevent injury, in self-defense, defense of another person, or defense of property)
- Showing affection in isolated areas
- Wrestling with students or other employees
- Bench-pressing another person
- Tickling
- Piggyback rides
- Massages
- Any form of unwanted affection
- Any form of sexual contact
- Poking fingers at another person that results in an offensive contact

6.4 Bullying Prevention

We expect that all members of our school community will treat each other with civility and respect. In accordance with both state law and School policy, the School seeks to provide and maintain a learning environment for our students that is free of bullying and any other verbal or physical misconduct that disrupts the learning environment or makes it unsafe. The School's Bullying Prevention and Intervention Plan, which is provided to all students and their families, is published in response to Massachusetts law against bullying and is an integral part of our efforts to promote learning and prevent behavior that can impede the learning process. All employees are required to be familiar with and abide by the law and the School's anti-bullying plan.

6.5 Physical Restraint

The School will meet the state-mandated requirement for crisis prevention and restraint training for all employees in order to maintain a safe school environment conducive to learning. De-escalation and restraint training will be administered to all employees at the beginning of each academic year. New hires who are employed after the training will be trained within one (1) month of employment. All employees will receive an overview in administering crisis de-escalation techniques, state restraint regulations, and our program policy, as well as an overview of administering restraint, types of restraint, and restraint safety. The designated individuals, including selected teachers will perform restraints as appropriate.



Section 7: Technology

6.6 Adult Restroom Use

Adults are only permitted to use bathrooms that are clearly marked for staff/adults only and are never permitted to use bathrooms designated for students. Adult staff may only enter a student bathroom for reasons related to student safety.

7.1 Technology Use Agreement

FRCS recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the district encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of FRCS and its schools.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, the Board of Trustees adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on FRCS-owned equipment.

District Rights and Responsibilities

It is the policy of FRCS to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, FRCS recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, FRCS retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review. There is no expectation of privacy when staff members use the school district's network, devices, and services and anything they do can be viewed by administration at any time.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to FRCS-owned equipment and, specifically, to exclude those who do not abide by FRCS's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. FRCS reserves the right to restrict online destinations through software or other means.



5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of FRCS.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

User Responsibilities

1. Use of the electronic media provided by FRCS is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. To maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of FRCS. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
2. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
3. All communications and information accessible via the network should be assumed to be private property.
4. Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff.
5. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
6. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
7. From time to time, FRCS will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.



5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on FRCS computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
11. FRCS' network may not be used for downloading entertainment software or other files not related to the mission and objectives of FRCS for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the FRCS
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
13. Use of the network for any unlawful purpose is prohibited.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
15. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
16. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

Disclaimer

1. FRCS cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.



3. FRCS will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. FRCS reserves the right to change its policies and rules at any time.

7.2 Social Media

This policy is adopted by FRCS in addition to, and not as a substitute for the School District's Internet Acceptable Use Policy, which governs use of the school district's technological resources. Employees are expected to maintain the highest professional and personal standards. This would include but not be limited to communication and interactions with fellow employees, parents, and students whether in person, by phone or social media.

The School's vision and mission statements reflect the obligation of the School and its personnel to promote positive ethical, moral, and civic values to its students. It is the expectation of FRCS faculty and staff realize their responsibility to serve as role models in the classroom and community and as such are held to high standards for their public behavior and online activities. In recognition of the importance of maintaining proper decorum and appropriate communication in the online, digital world as well as in person, employees must conduct themselves in ways that do not disrupt or interfere with the educational process.

Expectations for Use of Professional Social Media

Employees may maintain professional social media accounts for educational purposes and/or for the purpose of communicating about school and District-related activities, as well as professional educator learning. The District reserves the right to monitor all content on professional social media accounts and to remove any inappropriate material.

Employees shall not post items with obscene, vulgar, sexually suggestive, or explicit content; with false or defamatory information about the District, its employees or others who have a relationship to the District; which exhibit or advocate the use of drugs or alcohol; or which harass, threaten, demean, defame, bully, haze or otherwise violate the District's discrimination and/or harassment policies. Employees shall not post examples of inappropriate behavior, even as behavior to avoid. **If a staff member sees an example of inappropriate social media account belonging to a member of the school community, it is his or her responsibility to share the information with Human Resources immediately and not to share the information or content with other staff members.**

Employees who manage professional social media accounts on behalf of the district, school, or school group must share administrative privileges and passwords with an administrator/additional administrator. For security purposes, employees shall not otherwise share administrative privileges or passwords unless authorized by an appropriate administrator.



Expectations for Use of Personal Social Media

District employees are free to express themselves as private citizens on social media sites and pages to the degree that their speech does not violate state or federal law or the policies of the District.

FRCS understands that some employees may maintain personal web pages, blogs, or social media accounts outside of work. An employee must understand that their personal web page, blog, or social media account may impact FRCS. Readers may not always understand that communications on such pages contain your own personal views and not the views of FRCS. It is imperative that one person speaks for FRCS to deliver an appropriate message and to avoid giving misinformation in the media. Unless authorized by the school's administration to do so, when interacting on social media, websites, or blogs, you are prohibited from speaking on behalf of FRCS or in a manner that could reasonably be interpreted as implying you speak for FRCS.

You should be respectful of fellow employees, students, and parents. Harassing comments, obscenities or similar conduct that would violate FRCS policy, or be deemed harassment or discrimination in any form, will not be tolerated. Additionally, you are prohibited from making any communications about FRCS that are intentionally or maliciously false, knowingly misleading or that disrupt or undermine FRCS' goals.

Employees should maintain separate personal social media accounts if they wish to post appropriate personal information, including information relating to out-of-school activities or political activities beyond those used for related classroom purposes.

Contact with Students and Parents and Content of Social Media Posts

The District expects employees to maintain clear boundaries between their personal and professional lives. Employees shall not post personnel information or student information, including photographs of students, student work, discussions about students, or other information that could be considered part of a student record, to personal social media accounts. It is essential that all contact between Faculty and Students and/or parents remain respectful, professional, to the point, clear and unambiguous.

Employees shall not engage in improper fraternization with students or parents using social media or other electronic means, including:

1. Employees may not "friend", "follow", "like", or use any similar method to link themselves with their current classroom students and parents or their content on social media include however are not limited to Facebook, Twitter, Instagram, Snap Chat, text, and other applications.
2. All electronic contacts with students and parent should be through school-sanctioned modes of communication, except in emergency situations.
3. Electronic contacts with parents/guardians related to a student's academics or other school-



related matters shall be through school sanctioned modes of communication only.

Employees shall oversee all class, team or student organization pages and shall maintain administrative access to and control of these pages.

1. All contact and messages by employees with students through social media shall be sent to all members of the group (e.g., class, team, student organization).
2. Employees shall not use the private message feature of social media to contact students.
3. Employees shall not give their private cell phone or home telephone number to students without prior approval of the Principal or District.
4. Inappropriate contact via phone or electronic means is prohibited.

Public Records Law

In light of these obligations, Employees should be mindful that any online post should be presumed public, permanent, and beyond the sender's control. Presume that anyone may have access to and use of an Employee's online statements for an indefinite amount of time. Once it is placed on the internet, it can be copied, forwarded, and the person who creates or posts it could be subpoenaed. Assume that anyone who posts material will likely have no control over a post's ultimate use or dissemination.

Employees are reminded that social media content is subject to electronic records requirements. Content shared on the District's public facing social media platforms may be subject to the Massachusetts Public Records Law.

Administration shall annually remind employees and orient new employees concerning this policy. The orientation and reminders shall give special emphasis to the conduct expectations and prohibitions set forth below and may include examples of behaviors to avoid.

Violation of Social Media Policy

The School reserves the right to take disciplinary action, up to and including termination of employment or, against any person who engages in any online activity that violates the law, defames the School, its employees, or students, or otherwise violates FRCS' anti-discrimination or harassment policies.



Section 8: Professional Development

8.1 Evaluations

The major purpose of the evaluation process is to maintain and enhance the highest professional standards of performance. The evaluation process is designed to foster effective communication between managers and employees; to identify and reinforce professional strengths; to identify areas for improvement or emphasis in administrative or teaching performance; and to ensure that the mission of FRCS.

Periodically, a supervisor will formally evaluate an employee's job performance and assess how satisfactorily the employee is performing the responsibilities of their job. Performance evaluations are an important factor in continued employment. If an employee does not agree with a performance evaluation, they may submit a written response addressing the relevant issues to their supervisor and the Human Resources within 10 days. The performance evaluation and any written response an employee may submit will be included in the employee's permanent personnel record.

8.2 Training and Development

FRCS encourages all employees to participate in position-oriented training and development programs that will lead to the accomplishment of both individual and corporate objectives and goals. Before attending a training session or conference, employees must first submit a written request to obtain approval from their Principal or Manager. Their request must contain a complete program description along with the total costs (including estimated expenses). As with tuition reimbursement, FRCS retains full discretion to approve or reject requests to attend such training and/or to reimburse employees for their participation.

8.3 Tuition Reimbursement

Foxborough Regional Charter School's continuing education benefits program provides eligible faculty and staff members with the opportunity to obtain, maintain, or improve job-related capabilities through participation in courses of study at accredited colleges and universities.

FRCS offers up to \$2,000 per fiscal year, or \$1,000 per semester (Summer Fall, Winter, or Spring) for pre-approved tuition courses to eligible full-time employees during employment, subject to availability of funds. Tuition reimbursement is excluded from an employee's taxable income up to the IRS limit.

Eligibility

- **Employee Eligibility** The employee tuition reimbursement program is available to all full-time employees following one year of continuous employment at Foxborough Regional Charter School.

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- **Course Eligibility** Undergraduate and graduate level courses taken should provide employees with skills and knowledge that is specifically applicable to their current position and/or will enhance their performance in that job. The Director/Principal, in conjunction with the educational leaders, will determine if coursework is appropriate.
- **Reimbursement Eligibility and Limits** Reimbursement will be made for courses if the course is successfully completed with a minimum grade of B (or P for courses with only a Pass/Fail option). Reimbursement will be made up to \$1,000.00 per semester (Summer, Fall, Winter, Spring) but no more than \$2,000.00 per fiscal year (July 1 through June 30) for pre-approved courses subject to availability of funds. Eligible courses will be reimbursed in September of the fiscal year following course completion, provided the employee is still employed by Foxborough Regional Charter School. Example: If you take a class during the 2021-2022 school year that is approved by administration, you will not be reimbursed until the last day of September 2022 providing that you are still an employee of the school.
- **Available Limits to Funds** Foxborough Regional Charter School commits to keeping a robust budget line for these requests each fiscal year, however, requests may be denied if the funding is exhausted. All requests are on a first come first served basis.

Course Approval Process

- The employee will contact the college/university to obtain the following information. These need to be submitted with the application and submitted after the course is completed and the grade has been issued.
 - Course description/ information for each course being requested
 - Billing information or billing statement for each course being requested
 - Transcripts with a final grade for each course being requested
- The employee will complete the application for Tuition Assistance and attach a copy of the course description. **Please have your school principal sign the application.**
- The employee will return the completed and signed application to Human Resources.
 - *Note: There are two spaces on the front page to allow for application of two courses for reimbursement. If you are only taking one course, only complete the first space (top half of the form).*
- Approval Process Timeline *Within (60) sixty days after course completion, the employee will submit the final grade and copy of tuition payment receipt to Human Resources.”
 - All completed applications must be submitted to Human Resources no later than May 15, in order to be eligible for pay out in the following fiscal year. Applications received after May 15 will be reviewed for pay out after the next fiscal year.

Reimbursement Process

Reimbursement for pre-approved courses, with a minimum passing grade of B (P for Pass/Fail, as described above), will be made by September 30th of the fiscal year following course completion.



Section 9: Leaving the School

9.1 Separation of Employment

Since employment with FRCS is “at-will,” both the employee and FRCS may terminate employment at-will, with or without cause, at any time unless otherwise stipulated in another agreement. Resignation is a voluntary act initiated by the employee to separate from employment with FRCS. Advance notice is not required, but as a professional courtesy we appreciate being given at least two (2) weeks’ written notice. When a person’s employment ends for any reason, some benefits continue at the employee’s expense. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations of such a continuance.

9.2 Exit Interviews

Prior to an employee’s voluntary separation, an exit interview may be scheduled to discuss the reasons for resignation and will afford an opportunity to talk about such issues as employee benefits, suggestions, criticisms, and questions. Discussions concerning the reasons for leaving will assist FRCS in evaluating the effectiveness of our personnel policies and practices. At the time of the exit interview, matters relating to final pay and any other personal considerations will be discussed and the employee shall return any FRCS property at that time.

9.3 Final Pay

Employees who separate from FRCS on a voluntary basis receive their final paycheck in the next regularly scheduled payroll following the last day of employment. Employees who are involuntarily terminated will be paid final wages, including accrued but unused vacation, on the last day of employment. Where permitted by applicable laws, FRCS reserves the right to deduct from the last payment any used but not earned vacation time, as FRCS considers borrowed paid time off as “advanced wages” and will collect all advancements on wages at the time of separation.

9.4 Returning School Equipment

Employees must return all items, when requested to do so, or before leaving the premises on their last day of employment, including, but not limited to, ID Badges, keys, and electronic devices. FRCS may also take all action deemed appropriate, within the extent of the law, to recover or protect its physical and intellectual property.

9.5 Employment References and Verifications

Any employment inquiries, received by telephone or in writing, regarding past or present employees are to be referred to Human Resources. FRCS will only provide the employee’s dates of employment and current title or position or, if the individual is no longer employed with FRCS, then their last title or position. Only if an employee submits a request in writing will additional information be released. This pertains to both past and present employees. Proper requests made by legal authorities will be honored and FRCS may be required to provide more information than dates/titles/position.



FRCS Employee Handbook Acknowledgment

I acknowledge that I have received and agree to read a copy of Foxborough Regional Charter School's Employee Handbook. I understand that this Handbook sets forth the terms and conditions of my employment as well as my duties, responsibilities, and obligations. I agree to abide by and be bound by the rules, policies, and standards set forth in this Employee Handbook.

I understand that FRCS has provided me with various alternative channels to raise concerns of violations of this Handbook and encourages me to do so promptly so that FRCS may effectively address such situations. I also understand and acknowledge that nothing in this Handbook or in any other document or policy is intended to prohibit me from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by, the Equal Employment Opportunity Commission (EEOC), or any other federal, state, or local agency charged with the enforcement of any laws. Nothing in this Handbook or in any other document or policy is intended to prohibit protected conduct or communications relating to employee wages, hours, or working conditions, or any other conduct protected by Section 7 of the National Labor Relations Act (NLRA).

I understand that FRCS has the right to change the Handbook, but that all such changes must be in writing. No oral statements or representations can change the provisions of the Handbook. It is understood that future changes in policies and procedures will supersede or eliminate those found in this document, and that employees will be notified of such changes through normal communication channels.

I also acknowledge that my employment with FRCS is at-will, that the information contained in these materials does not constitute an employment contract between FRCS and me, and that either I or FRCS may terminate our employment relationship at any time, with or without any reason, unless otherwise stated in a collective bargaining agreement or other agreement. I understand that no representative of FRCS other than the Executive Director has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I understand that if I have any questions about the policies contained in this Handbook, I can direct those questions to my Principal or Manager, or Human Resources at any time.

Employee Name:

Signature:

Date:



Addendum 1: Federal Family and Medical Leave “FMLA”

FRCS complies with leave in accordance with the requirements of the federal FMLA.

A. Eligibility: To be eligible for FMLA leave benefits, you must:

- Have worked for FRCS for a total of at least twelve (12) months;
- Have worked at least 1,250 hours over the previous twelve (12) months as of the start of the leave; and
- Work at a location where at least fifty (50) employees are employed by FRCS within seventy-five (75) miles, as of the date the leave is requested.

B. Reasons for Leave: FMLA leave is allowed for various reasons. FMLA leave may be used for one of the following reasons, in addition to any reason covered by an applicable state family/medical leave law:

- The birth, adoption, or foster care of an employee's child within twelve (12) months following birth or placement of the child (“Bonding Leave”);
- To care for an immediate family member (spouse, child, or parent with a serious health condition) (“Family Care Leave”);
- An employee’s inability to work because of a serious health condition (“Serious Health Condition Leave”);
- A “qualifying exigency,” as defined under the FMLA, arising from a spouse’s, child’s, or parent’s “Covered Active Duty” (as defined below) as a member of the military reserves, National Guard, or armed forces (“Military Emergency Leave”); or
- To care for a spouse, child, parent, or next of kin (nearest blood relative) who is a “Covered Servicemember,” as defined below (“Military Caregiver Leave”).

C. Definitions

“**Child**,” for purposes of Bonding Leave and Family Care Leave, means a biological, adopted, or foster child; stepchild; legal ward; or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that the Family and Medical Leave is to commence. “Child,” for purposes of Military Emergency Leave and Military Caregiver Leave, means a biological, adopted, or foster child; stepchild; legal ward; or a child for whom the person stood in loco parentis, and who is of any age.

“**Parent**,” for purposes of this policy, means a biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the person. This term does not include parents “in law.” For Military Emergency Leave taken to provide care to a parent of a military member, the parent must be incapable of self-care, as defined by the FMLA.

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“Covered Active Duty” means (1) in the case of a member of a regular component of the armed forces, duty during the deployment of the member with the armed forces to a foreign country, and (2) in the case of a member of a reserve component of the armed forces, duty during the deployment of the member with the armed forces to a foreign country under a call or order to active duty (or notification of an impending call or order to active duty) in support of a contingency operation as defined by applicable law.

“Covered Servicemember” means (1) a member of the armed forces, including a member of a reserve component of the armed forces, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness incurred or aggravated in the line of duty while on active duty that may render the individual medically unfit to perform their military duties, or (2) a person who, during the five (5) years prior to the treatment necessitating the leave, served in the active military, Naval, or Air Service, and who was discharged or released therefrom under conditions other than dishonorable (a “veteran” as defined by the Department of Veteran Affairs), and who has a qualifying injury or illness incurred or aggravated in the line of duty while on active duty that manifested itself before or after the member became a veteran. For purposes of determining the five (5)-year period for covered veteran status, the period between October 28, 2009, and March 8, 2013, is excluded.

“Spouse” means the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into, or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This includes common-law marriage and same-sex marriage in places where these marriages are recognized.

“Key employee” means a salaried FMLA-eligible employee who is among the highest paid 10 percent of all the employees employed by the employer within 75 miles of the employee's work site.

D. Length of Leave: The maximum amount of FMLA leave will be twelve (12) workweeks in any twelve (12)-month period, measured backwards from the first date when the leave is taken for: (1) Bonding Leave, (2) Family Care Leave, (3) Serious Health Condition Leave, and/or (4) Military Emergency Leave. However, if both spouses work for FRCS and are eligible for leave under this policy, the spouses will be limited to a total of 12 workweeks off between the two of them when the leave is for Bonding Leave or to care for a parent using Family Care Leave.

The maximum amount of FMLA leave for an employee wishing to take Military Caregiver Leave will be a combined leave total of twenty-six (26) workweeks in a single twelve (12)-month period.

A "single 12-month period" begins on the date of your first use of such leave and ends twelve (12) months after that date.

If both spouses work for FRCS and are eligible for leave under this policy, the spouses will be limited to a total of 26 workweeks off between the two when the leave is for Military Caregiver Leave only



or is for a combination of Military Caregiver Leave, Military Emergency Leave, Bonding Leave, and/or Family Care Leave taken to care for a parent.

E. Special Leave Requirements for “Instructional” Employees: "Instructional employees" are those whose primary function is to teach and instruct students in a class, small group, or individual setting. Thus, "instructional employees" includes not only teachers in the School, but also athletic coaches, driving instructors, and special education assistants, such as signers for the hearing impaired. For "instructional employees," the following rules apply:

Regarding intermittent or reduced-schedule leave (for an employee's own serious health condition, to care for a covered servicemember, or to care for a sick family member with a serious health condition), if the medical leave is foreseeable based on planned medical treatment and the employee is scheduled to be off work more than 20% of the working days during the period of medical leave (for an instructional employee working 5 days a week, 20% would be one day), the School may require the employee to choose to take leave of a particular duration not to exceed the duration of the planned leave (the entire period of leave is counted as FMLA leave); or to temporarily transfer to another position, so long as the position has equivalent pay and benefits and is a position for which they are qualified. The position also has to better accommodate the employee's intermittent leave.

If leave is requested near the end of the term, the following rules apply regarding job restoration:

- Leave within the last three weeks of the end of the Academic Term for a purpose other than the instructional employee's own serious health condition: The School may require continuous leave until the end of the term if the period of leave lasts more than five working days.
- Leave within the last five weeks of the Academic Term for a purpose other than the instructional employee's own serious health condition: The School may require continuous leave until the end of the term if:
 - The period of leave is longer than two weeks; and
 - Return to work would occur within two weeks of the end of the Academic Term.

Leave more than five weeks prior to the end of the Academic Term:

- The School may require continuous leave until the end of the term if:
 - The period of leave is at least three weeks; or
 - Return to work would occur during the last three weeks of the Academic Term.

In these cases, only the period of leave taken during the school year will be charged against the instructional employee's allotted 12 weeks of FMLA leave.



F. Intermittent Leave: Under some circumstances, you may take FMLA leave intermittently which means taking leave in blocks of time, or by reducing your normal weekly or daily work schedule. Employees who take leave intermittently or on a reduced work schedule basis for planned medical treatment must make a reasonable effort to schedule the leave so as not to unduly disrupt FRCS's operations. Please contact Human Resources prior to scheduling planned medical treatment. If Family and Medical Leave is taken intermittently or on a reduced schedule basis due to foreseeable planned medical treatment, FRCS may require you to transfer temporarily to an available alternative position with an equivalent pay rate and benefits, including a part-time position, to better accommodate recurring periods of leave.

When an employee who has been approved for intermittent leave seeks leave time that is unforeseeable, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave at the time they call off. As discussed more generally below, if your request for intermittent leave is approved, FRCS may later require you to obtain re-certifications of your need for leave. For example, FRCS may request recertification if it receives information that casts doubt on your report that an absence qualifies for Family Medical Leave.

To the extent required by law, some extensions to leave beyond an employee's FMLA entitlement may be granted when the leave is necessitated by an employee's work-related injury/illness or a "disability" as defined under the Americans with Disabilities Act (ADA) and/or applicable state or local law. Certain restrictions on these benefits may apply and the employee MUST inform the School that they/they are requesting further leave time as a reasonable accommodation at least 10 days BEFORE the end of the employee's approved FMLA leave expires.

G. Notice and Certification: Bonding, Family Care, Serious Health Condition, and Military Caregiver Leave Requirements; employees are required to provide:

- When the need for the leave is foreseeable, thirty (30) days advance notice or such notice as is both possible and practical if the leave must begin in less than thirty (30) days (normally this would be the same day the employee becomes aware of the need for leave or the next business day);
- When the need for the leave is not foreseeable, notice within the time prescribed by FRCS's normal absence reporting policy, unless unusual circumstances prevent compliance, in which case notice is required as soon as is otherwise possible and practical;
- When the leave relates to medical issues, a completed *Certification of Health-Care Provider* form within fifteen (15) calendar days (for Military Caregiver Leave, an invitational travel order or invitational travel authorization may be submitted in lieu of a *Certification of Health-Care Provider* form);
- Periodic recertification (upon request); and Periodic reports during the leave.



Certification forms are available by contacting Human Resources. At FRCS's expense, the School may also require a second or third medical opinion regarding your own serious health condition or the serious health condition of your family member. In some cases, the School may require a second or third opinion regarding the injury or illness of a "Covered Servicemember."

When leave is for planned medical treatment, you must try to schedule treatment so as not to unduly disrupt FRCS's operation. Such an employee may also be required to transfer to another position which better accommodates the requested duration and frequency of leave requested.

H. *Recertification After Grant of Leave:* In addition to the requirements listed above, if your Family and Medical Leave is certified, FRCS may later require medical recertification in connection with an absence that you report as qualifying for Family and Medical Leave. For example, FRCS may request recertification if:

- The employee requests an extension of leave;
- The circumstances of the employee's condition as described by the previous certification change significantly (e.g., your absences deviate from the duration or frequency set forth in the previous certification, your condition becomes more severe than indicated in the original certification, or you encounter complications); or
- FRCS receives information that casts doubt upon your stated reason for the absence. In addition, FRCS may request recertification in connection with an absence after six (6) months have passed since your original certification, regardless of the estimated duration of the serious health condition necessitating the need for leave. Any recertification requested by FRCS shall be at the employee's expense.

I. *Military Emergency Leave Requirements:* Employees are required to provide as much advance notice as is reasonable and practicable under the circumstances; a copy of the covered military member's active-duty orders when the employee requests leave and/or documentation (such as Rest and Recuperation leave orders) issued by the military setting forth the dates of the military member's leave; and a completed *Certification of Qualifying Exigency* form within fifteen (15) calendar days, unless unusual circumstances exist to justify providing the form at a later date.

J. *Failure to Provide Certification and to Return from Leave:* Absent unusual circumstances, failure to comply with these notice and certification requirements may result in a delay or denial of the leave. If you fail to return to work at your leave's expiration and have not obtained an approved extension of the leave from the School, FRCS may presume that you do not plan to return to work and have voluntarily terminated your employment.

K. *Compensation During Leave:* FMLA leave is unpaid. However, you may be eligible to receive benefits through state-sponsored or FRCS-sponsored wage-replacement benefit programs. If you



are eligible to receive these benefits, you may also choose to supplement these benefits with the use of paid time off, to the extent permitted by law and FRCS policy. All such payments will be integrated so that you will receive no more than your regular compensation during this period. If you are not eligible to receive any of these wage-replacement benefits, FRCS may require you to use accrued paid time off to cover some or all of the FMLA leave. The use of paid benefits will not extend the length of an FMLA leave.

- L. *Benefits During Leave:*** FRCS will continue making contributions for your group health benefits during your leave on the same terms as if you had continued to work. This means that if you want your benefits coverage to continue during your leave, you must also continue to make any premium payments that you are now required to make for yourself or your dependents. Employees taking Bonding Leave, Family Care Leave, Serious Health Condition Leave, and Military Emergency Leave will generally be provided with group health benefits for up to twelve (12) weeks. Employees taking Military Caregiver Leave may be eligible to receive group health benefits coverage for up to a maximum of twenty-six (26) workweeks. In some instances, FRCS may recover premiums it paid to maintain health coverage if you fail to return to work following an FMLA leave.
- M. *Coordination with other Leaves:*** Leave taken under the federal Family and Medical Leave Act (FMLA) will run concurrently with leave taken under the Massachusetts Paid Family and Medical Leave (PFML) and Massachusetts Parental Leave Act (MPLA) when the leave is for the same qualifying reason.
- N. *Job Reinstatement:*** Under most circumstances, you will be reinstated to the same position held at the time of the leave or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not gone on leave, or if your position has been eliminated during the leave, then you will not be entitled to reinstatement. Prior to being allowed to return to work, an employee wishing to return from a Serious Health Condition Leave must submit an acceptable release from a health care provider certifying that the employee can perform the essential functions of the job as those essential functions relate to the employee's serious health condition. For an employee on intermittent FMLA leave, such a release may be required if reasonable safety concerns exist regarding the employee's ability to perform their duties, based on the serious health condition for which the employee took the intermittent leave.
- O. *Confidentiality:*** Documents relating to medical certifications or recertification will be maintained separately and treated by FRCS as confidential medical records, except that in some legally recognized circumstances, the records (or information in them) may be disclosed to a Principal or Manager's, first aid and safety personnel, or government officials.

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P. *Fraudulent Use of FMLA Prohibited:* An employee who fraudulently obtains or remains on FML is not protected by FMLA's job restoration or maintenance of health benefits provisions. In addition, FRCS will take all available appropriate disciplinary action against the employee due to such fraud.

Employees are not permitted to engage in outside employment, activities, or work during an FMLA leave as this is inconsistent with the purpose of the leave.

Q. *Additional Information Regarding FMLA:* A Notice to Employees of Rights can be found [here](#).

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Addendum 2: FRCS Official Grievance Form

Name of Employee (grievant): _____

Department/Building: _____

Immediate Supervisor: _____

Statement of Grievance - write the nature and facts of the grievance: who, what, where, when, why.

Policy Violation - list all FRCS policies and how they were violated: _____

Remedy Sought - what employer action will resolve this grievance?: _____

Signature of the Employee: _____

Date: _____



Addendum 3: Senior Staff Directory

Name	Title	Email
Azarloza, Annie	Co-Interim Executive Director	aazarloza@foxboroughrcs.org
Benton-Johnson, Dana	Director, Culture & Climate	dbentonjohnson@foxboroughrcs.org
Benson, Christiana	Principal, Elementary	cbenson@foxboroughrcs.org
Berkowitz, Heidi	Co-Interim Executive Director	hberkowitz@foxboroughrcs.org
Calvert, Karen	Director, Finance	kcalvert@foxboroughrcs.org
Cournoyer, Mike	Principal, High	mcournoyer@foxboroughrcs.org
Diakite, Alisa	Principal, Middle	adiakite@foxboroughrcs.org
Foley, Kathleen	Interim Deputy Director	kfoley@foxboroughrcs.org
Garcia, Julia	Director, HR	jpgarcia@foxboroughrcs.org
Obenchain, Lori	Director, Student Services	lobenchain@foxboroughrcs.org
(vacant)	Executive Director	
(vacant)	Director, Operations	



Addendum 4: Anti Racism Policy and Employee Commitment SY22-23

Our Acknowledgements

Foxborough Regional Charter School (FRCS) acknowledges the gross inequities that are present in America's education system. We recognize that people of color in our nation face systemic oppression due to white supremacy. In the education system, we acknowledge that power and advantage has historically been, and continues to be provided to white students, while being denied to students of color. As part of that system, we know that we will uphold systemic oppression unless we intentionally and consistently work to see it, name it, and stamp it out in our own behaviors both collectively and individually. We, the Executive Leaders and Board of Trustees of FRCS have written the Anti Racism Policy that follows to codify our commitment to creating a more just society, starting with our own school.

Our Beliefs

At FRCS, we believe that education is a lever for anti-oppression work and a pathway to justice. We believe educational equity will be reached once each student's social, racial, sexual and personal identity is an asset to their educational access and outcomes. We believe educational equity will be achieved when each student flourishes, and the communities they are a part of flourish.

At FRCS we will embrace the responsibility for learning about and advancing the cause of equity, diversity, and liberation through antiracist practices. This responsibility belongs to each and every member of the FRCS community, including students. Each educator, student, and community member can make a significant contribution to a high level of justice for all in our school. We commit to achieving educational equity and antiracist practices through a continuous process of target setting, implementation, assessment, reflection, and improvement.

Our Actions

To support our journey toward becoming a fully inclusive and anti-racist organization *for adults*, FRCS will:

- Build organizational structures, policies, and practices to ensure transparent decision-making and role clarity.
- Gather and apply feedback from Black, Indigenous, Latinx, and community members of color on specific, actionable ways to improve their experience at FRCS.
- Utilize disaggregated data to analyze trends, identify gaps, and develop racial equity priorities for the school.
- Hire experts in the field to facilitate regular convenings and affinity spaces to support staff in developing skills, practices, social and emotional competencies and habits of mind necessary for contributing to FRCS's equity and anti-racism journey.
- Dedicate time, effort, and resources to hiring and retaining a diverse staff at every level of the school.
- Communicate our equity and antiracism commitment with internal and external stakeholders.
- Learn from, credit, and amplify the voices of Black, Indigenous, Latinx, and other scholars and leaders of color throughout the community and educational system.
- Create routines and rituals where families and staff with a diversity of worldviews, cultural assets, and lifestyles of staff, feel welcomed, empowered, and treated as authentic thought partners in the educational process.
- Work to unlearn prejudice, bigotry, and stereotypes.

To support our journey toward becoming a fully inclusive and anti-racist organization *for students*, FRCS will:

- Create recruitment strategies and admissions policies that gather a diverse student body representative of the communities we serve.
- Understand the history of the communities in which we work and ensure the school environment is engaging and responsive to the needs of its students, paying particular attention to students of color.

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- Ensure that the social and emotional learning needs of students guides the selection, implementation, and monitoring of solutions to create a safe, inclusive school climate. This includes SEL programming, response to student behavior, trauma informed care, and therapeutic interventions.
- Select curriculum and materials that honor the experience, culture and humanity of students absent the traditionally taught dominant narrative.
- Teach students about inequity while cultivating social and emotional competencies so that they can resist oppressive norms and ways of being.
- Use educational approaches that benefit culturally, linguistically, and gender diverse students, and also the school as a whole.
- Work to unlearn prejudice, bigotry, and stereotypes.

Our Accountability

To ensure we uphold our commitments and make progress, FRCS will:

- Assemble an Antiracism working group that represents all staffing categories and includes students, to oversee implementation of this policy and assess and report out on progress each quarter.
- Publicly report out disaggregated growth results of a Panorama survey to progress on staff and student belonging annually.
- Hire a third party provider to conduct a school equity and antiracism audit and accompanying report bi-annually.

Employee commitment

As an employee of FRCS, I agree to uphold this policy in all aspects of my role to the best of my ability by, (but not limited to) the following:

- I will participate in Professional Development and coaching opportunities to better understand my own implicit bias and understand how it may impact my practices as an educator, with a goal of learning and implementing culturally responsive practices.
- I will hold myself accountable to the role I play in making children, families and staff from diverse backgrounds feel welcomed and supported at FRCS.
- I will work to unlearn the behaviors and assumptions that perpetuate racial injustice.
- I will accept responsibility when I intentionally or unintentionally cause harm and engage in restorative practices to repair relationships with colleagues, students and/or families.