



Foxborough Regional Charter School

Board Meeting

Session I

Published on September 16, 2022 at 12:51 PM EDT

Amended on September 16, 2022 at 12:52 PM EDT

Date and Time

Tuesday September 20, 2022 at 6:15 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			6:15 PM
A. Attendance		Susanna Girard	
B. Call the Meeting to Order		Kathleen Crawford	
II. Board Business			
A. Executive Director Search	Discuss	Matthew Yezukevich	
B. Selection of the Student Liaison position	Vote	Susanna Girard	
C. Board Committees Participation	Discuss	Susanna Girard	
III. Leadership Report			
A. Leadership Report	Discuss	Kathleen Foley	
Middle School Update			
B. Personnel Update	Discuss	Heidi Berkowitz	
IV. Community Group Updates			
A. District Advisory Group DAG	Discuss	Annie Azarloza	
B. English Language Parent Advisory Committee (ELPAC)	FYI	Lori Obenchain	
C. Parent Advisory Group (PAG)	FYI		
D. Partners in Education (PIE)	FYI		
E. Special Education Parent Advisory Committee (SEPAC)	FYI	Lori Obenchain	
F. Teachers Advisor Group TAG	FYI	Annie Azarloza	

	Purpose	Presenter	Time
V. Committees			
A. Appeals	Discuss	Susanna Girard	
<ul style="list-style-type: none"> • General Committee Update (Girard) • Current Enrollment (Berkowitz) 			
B. Diversity, Equity & Inclusion	Discuss	Anissia Vixamar	
<ul style="list-style-type: none"> • General Committee Update 			
C. Facilities	Discuss	Badawi Dweik	
<ul style="list-style-type: none"> • General Committee Update (Dweik) • Project Updates (Michelot) <ul style="list-style-type: none"> ◦ Food Service update ◦ Outer doors that need to be fixed or replaced ◦ Bathrooms ◦ Trench for Fiberoptic ◦ Transportation 			
D. Finance	Vote	Matthew Yezukevich	
<ul style="list-style-type: none"> • General Committee Update (Yezukevich) • Current Budget Trends (Calvert) • Compensation study/Evaluation Process and next steps • Audit Update 			
E. 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 			
F. Staff Recruitment & Retention	Discuss	Todd Tetreault	
<ul style="list-style-type: none"> • General Committee Update 			

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

- General Committee Update

VI. Policy Review

A. First Reading of New/Changing Policies	Discuss	Susanna Girard
B. Second Reading of New/Changing Policies	Vote	Susanna Girard

- Attendance Policy (Benton-Johnson)
- Staff Recruitment & Retention Committee Scope (Tetreault)

VII. Closing Items

A. Privilege of the Floor	FYI	Kathleen Crawford
B. Approval of Minutes	Vote	Susanna Girard

- 13SEP2022 Session 1
- 13SEP2022 Session 2
- 16SEP2022 Session 1
- 16SEP2022 Session 2

C. Vote to suspend public session	Vote	Kathleen Crawford
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Suspend public session to discuss strategy in preparation for negotiations with non-union personnel in Executive session with the intent to return to public session thereafter.

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

Coversheet

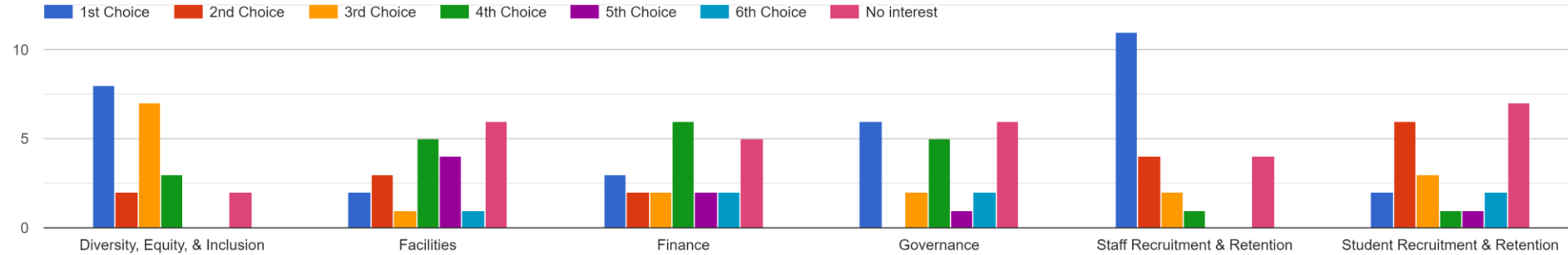
Board Committees Participation

Section: II. Board Business
Item: C. Board Committees Participation
Purpose: Discuss
Submitted by:
Related Material: FRCS Committee Interest 16SEP2022.pdf



Interest by Committee

Please rank your interest in joining each Committee. Please only select 1 committee per column



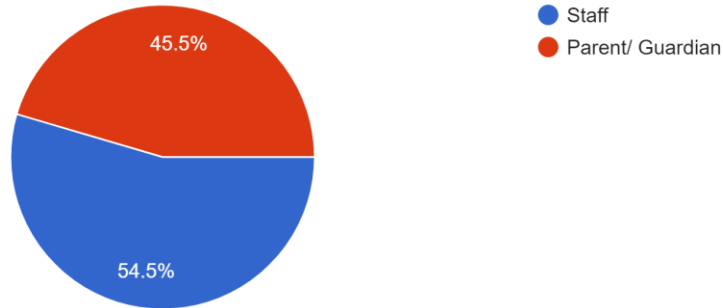


Staff & Parent/Guardians

Please select which group you identify with. NOTE: If you fit into both Categories please select

STAFF

22 responses



Coversheet

Leadership Report

Section:	III. Leadership Report
Item:	A. Leadership Report
Purpose:	Discuss
Submitted by:	
Related Material:	Final - What is going on_.pdf

FRCS Middle School

What's going on???

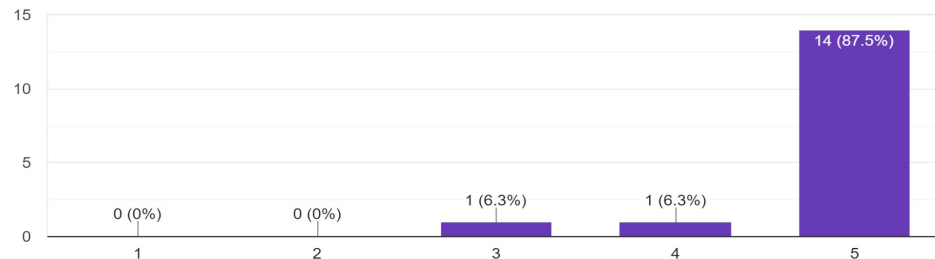


How are we changing this year!!!

1. Completely Open and Honest Transparency with Communication
 - a. From the first minute of 0 week this year we have taken the approach of completely open and honest communication. Alisa started the year off explaining the situation that we are in, the challenges it will cause, and that we don't have all of the answers but will find them.
 - b. We have implemented nightly wrap ups for the first few weeks of school and will be transitioning to weekly updates.

Do you feel there has been enough administrative presence to support your needs?

16 responses



How are we changing this year!!!



2. Lunches are 24 minutes

- a. This requires the students to focus more on eating rather than socializing and becoming bored.
- b. We added 1 lunch block. This allows each grade level to have their own lunch block.
- c. Students are allowed to sit with their friends.
- d. the cafeteria is quieter, cleaner, and much more in line with restaurant style behaviors.

3. Recess has been added

- e. Recess has been added to the lunch block for every grade level.

4. Classrooms have been moved

- f. Classroom locations have been moved to better fit the needs of the building.
- g. Additionally, the 6th and 7th grade hallways are being reimaged and thus cuts down on excessive travel.

5. Students don't travel as cohorts

- h. The last 2 years all of Middle School students traveled by cohort. This meant they were with the same group of students all day - good or bad!
- i. This year, student schedules are developed based on student needs and supports and are not created in the cohort model.

The staff is reinvigorated!!!

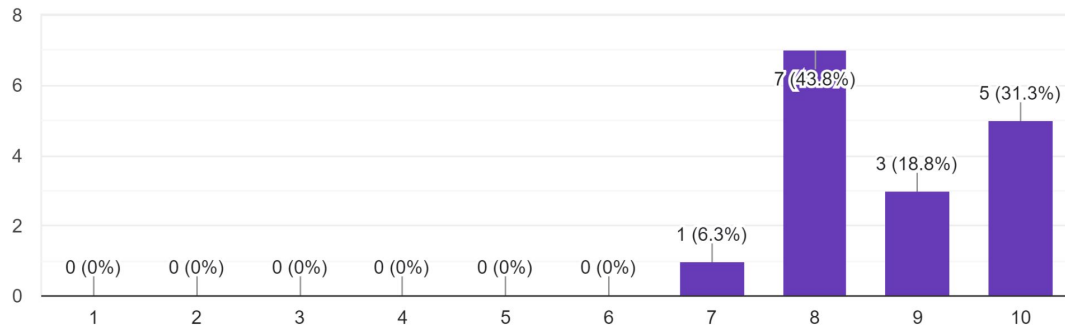
We have seen a lot of positive energy with little to no complaining.

Staff have stepped up to help each other without admin asking for help.

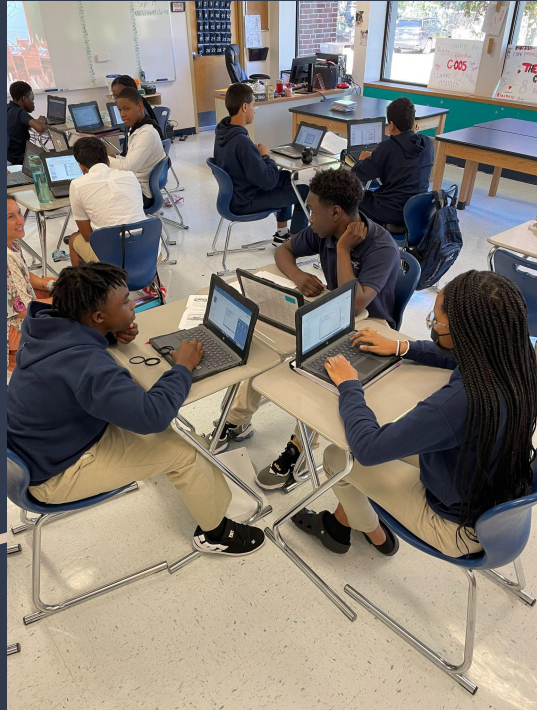


On a scale of 1-10, how did this week feel for you as a staff member?

16 responses



Less Students Makes a Difference!



1. The building went from 650 students to just under 500 and teachers, students, and administration are feeling the positive impact.
2. Hallways are manageable and conducive to travel time between classes. Transitions are improving daily as we are able to better monitor students
3. Class sizes are down to about 20 - 24 students per class and therefore, creating an environment that is conducive to teaching and learning on both the part of teachers and students.
4. We are better able to focus on the students on S/E, academic, and behavioral needs of all students when their are limited numbers of additional students being added.

Survey Says...

Student comments

1. Much cleaner
2. No teacher babysitting us in the hallway – they said they felt teachers are trusting them more and therefore giving them more independence
3. Less hectic (they referenced having more rules is the reason, which they like! They also mentioned smaller class sizes)
4. Recess
5. Free lunch
6. WINN block
7. A lot less fights

Survey Says...

Teacher responses to survey!

- The vibe of the building felt good! Positivity!!
- Team spirit! IT felt smooth, and when there were bumps, people stepped up.
- It as if the school was running like a well oiled machine.
- Kids!!!! New behaviors model, very supportive school culture team!!!!
- My mentee came to me with a concern. I then followed up with another staff member. All was resolved! Amazing teamwork :)
- Communication has improved
- Dismissal was great! All the effort that the MS Team did over the summer to make things better is a plus!!!! THANK YOU ALL!!!! I appreciate you!
- Admin helping out in classes made us feel more United as a team.
- Structure!
- Less chaotic in the hallways during passing time. More admin presence in the hallway...We see you and we appreciate you!!
- Getting to know the students
- Meeting a new group of students and getting to know them
- Cooperation of staff
- Getting to meet new / greet familiar students.
- the energy is amazing and the kids feel loved- they smile and so do the staff
- That all employees pulled together to make the beginning of the new year go smoothly



Coversheet

Personnel Update

Section: III. Leadership Report
Item: B. Personnel Update
Purpose: Discuss
Submitted by:
Related Material: Staffing Update - Spetember 15 2022.docx



Staffing Update September 15, 2022

District Summary:

Total Open Positions 32
 Teachers (7) Regular education / (12) Special Education
 Other (13) Substitutes, counselor, nurse, interventionists, paras

Elementary School:

Position	Number of Openings	Number of Applications	Notes
Reading Interventionist	1	7	
Instructional Coach	1	1	Position Offered
Spanish Teacher	1	0	Reference Check in Process
Behavior Interventionist	1	4	

Middle School:

Position	Number of Openings	Number of Applications
Nurse	1	Recent Resignation
7 th Grade Math	1	3
Counselor	1	Recent Resignation
7 th Grade Social Studies	1	2
8 th Grade Spanish	1	0
Building Substitute	2	5
Music Teacher	1	2
Computer Teacher	1	0

High School:

Position	Number of Openings	Number of Applications	Notes
Long Term Substitute	1	3	Position Offered
Building Substitute	2	7	
Math Teacher	1	1	Position Offered

Special Education/ ELE:

Position	Number of Openings
Special Education Para	3
Special Education Teacher	10
ELE Teacher	2

Coversheet

Appeals

Section: V. Committees
Item: A. Appeals
Purpose: Discuss
Submitted by:
Related Material: Board Update - Enrollment Status 9-16-22.pdf



Enrollment Update - September 16, 2022

District Summary:

Grade	Enrollment Goal	Current Enrollment	Withdrawals to Date	Current Waitlist
Kindergarten	145	144	22 Declinations	9
Grade 1	145	145	15	50
Grade 2	145	150	10	38
Grade 3	145	143	15	25
Grade 4	145	148	7	43
Grade 5	130	133	12	51
Grade 6	130	122	19	45
Grade 7	130	114	26	60
Grade 8	130	107	22	45
Grade 9	130	116	31	0
Grade 10	109	98	15	0
Grade 11	94	89	8	0
Grade 12	77	87	1	0
Total	1655	1596	203	445

Withdrawal by Town

Town	Withdrawals
Attleboro	48
North Attleboro	28
Brockton	22
Foxborough	17
Mansfield	14
Walpole	9

Offers of Enrollment

Grade	Current Enrollment	Offer Window 9/9 – 9/19	Registration Appointments	Offer Window 9/14 – 9/22	Registration Appointments	Offer Window 9/21-9/29
K	144	15	4	12	2	0
1	145	10	2	6	1	5
2	150	10	5	6	1	0
3	143	10	3	20	3	7
4	148	5	0	10	1	2
5	133	10	5	5	1	0
6	122	20	9	20	4	0
7	114	0	0	0	0	0
8	107	0	0	0	0	0
9	116	4	0	0	0	0
10	98	0	0	0	0	0
11	89	0	0	0	0	0
12	87	0	0	0	0	0
Total	1596	84	28	88	13	0

Important Notes Regarding Offers of Enrollment

- Registration appointments (18) scheduled after Thursday, 9/15 are NOT included in the total enrollment number. (Potential total enrollment number grows to 1614 once these scheduled registration appointments are completed.)
- Families in offer window 9/14-9/22 who have not yet scheduled an appointment for registration received an additional reminder email about their offer on Saturday, 9/17. Email sent to 75 families.
- Additional Offers made to waitlist students in grades where seats are available (Grades 1, 3, and 4). The registration window opens Wednesday, 9/21. (14 total offers)
- Also of note:
 - Grade 7 – Enrollment stands at 114. 8 siblings are on the waitlist. Total waitlist: 60
 - Grade 8 – Enrollment stands at 107. 1 sibling is on the waitlist. Total waitlist: 45

Coversheet

Facilities

Section:	V. Committees
Item:	C. Facilities
Purpose:	Discuss
Submitted by:	
Related Material:	Operations_Department_Update_-_September_20_2022.docx



Operations Department Update September 20, 2022

- Food Service update: vendor issue with delivery, I spoke with CEO on Thursday and formulated a plan which would have them delivering after hours. We are waiting on background and cori checks for the drivers before proceeding with the plan
- Outer doors that need to be fixed or replaced update: The E5 door at the ES needs to be replaced because it's not closing properly, the door has been ordered and we are waiting for delivery. Door K in the MS also needs to be replaced because it's also not closing properly. Facilities have fixed it for now but that is only a temporary fix. The cause of the issue for Door K is that water pools at the base of the door has caused it to rust and warp, therefore a drain is needed before the door gets replaced
- Bathrooms update: The graffiti in the bathroom has been addressed.
- Trench for Fiberoptic update: several people have relocated to the two houses and fiberoptic is needed to have everyone on the district network, also the cable would allow us to integrate some of additional security features
- Transportation update: There are several families on the waitlist for a seat on a bus. Unfortunately at this time it doesn't appear to be possible to provide them a seat. We are currently working on a plan to provide reimbursement to the families that are on the waitlist who have given a deposit, reside in district and have not turned down a seat that was offered.

Coversheet

Finance

Section: V. Committees
Item: D. Finance
Purpose: Vote
Submitted by:
Related Material: Aug 2022 Balance Sheet Summary.pdf
Aug 2022 Budget to Actual Comparative.pdf
Aug 2022 Budget to Actual Summary.pdf

Financial Report - Balance Sheet (Summary)**Foxborough Regional Charter School****For 8/31/2022**

Run: 9/15/2022 at 9:22 AM

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	8/31/2022	6/30/2022	Change
ASSETS			
Current Assets			
Cash - operations	13,366,664.80	11,849,679.53	1,516,985.27
Cash - debt service reserve	2,062,119.06	3,141,451.64	(1,079,332.58)
Accounts Receivable:			
Intergovernmental	0.00	1,151,260.78	(1,151,260.78)
Other	31,114.31	57,029.99	(25,915.68)
Prepaid Expenses	252.88	758.64	(505.76)
Total Current Assets	15,460,151.05	16,200,180.58	(740,029.53)
Capital Assets			
Right-Of-Use-Asset	420,899.00	420,899.00	0.00
Land/Building Improvements	47,556,557.39	47,556,557.39	0.00
Furniture, equipment and software	5,811,970.32	5,811,970.32	0.00
Less: accumulated depreciation and amortization	(16,546,266.85)	(16,341,257.64)	(205,009.21)
Total investment in capital assets	37,243,159.86	37,448,169.07	(205,009.21)
Loss on defeasance (2017 bonds)	3,541,114.47	3,541,114.47	0.00
TOTAL ASSETS	56,244,425.38	57,189,464.12	(945,038.74)
LIABILITIES AND NET ASSETS			
Accounts Payable	385,457.23	1,123,797.80	(738,340.57)
Accrued expenses	95,374.54	706,085.84	(610,711.30)
Accrued compensation	57,227.60	1,654,036.30	(1,596,808.70)
Bonds payable - US Bank	0.00	0.00	0.00
Deferred income	0.00	89,251.30	(89,251.30)
Lease Liability	271,182.54	275,472.00	(4,289.46)
Total current liabilities	809,241.91	3,848,643.24	(3,039,401.33)
BONDS PAYABLE 2017B	22,945,000.00	23,600,000.00	(655,000.00)
BOND PREMIUM 2017B	2,175,370.80	2,175,370.80	0.00
Total bonds payable	25,120,370.80	25,775,370.80	(655,000.00)
LOAN PAYABLE EASTERN BANK	3,871,624.19	3,953,770.15	(82,145.96)
Total loans payable (Eastern)	3,871,624.19	3,953,770.15	(82,145.96)
Total liabilities	29,801,236.90	33,577,784.19	(3,776,547.29)
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
Unrestricted	18,446,673.93	14,056,681.52	4,389,992.41
Net income	2,831,508.55	4,389,992.41	(1,558,483.86)
Total net assets	26,443,188.48	23,611,679.93	2,831,508.55
TOTAL LIABILITIES AND NET ASSETS	56,244,425.38	57,189,464.12	(945,038.74)

Financial Report - Budget to Actual (Comparative Summary)

Run: 9/15/2022 at 9:17 AM

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Foxborough Regional Charter School For 8/31/2022

	Budget FY2023	YTD Actual 8/31/22	Current Year Budget - Actual	Current Year % of Budget	Budget FY2022	YTD Actual 8/31/21	Prior Year Budget - Actual	Prior Year % of Budget
REVENUES								
Per Pupil Tuition	27,462,500.00	4,835,718.00	(22,626,782.00)	(17.61)	24,790,000.00	4,391,658.00	(20,398,342.00)	(17.72)
Federal Grants/Reimbursements	1,187,972.00	80,936.30	(1,107,035.70)	(6.81)	3,673,321.00	78,836.00	(3,594,485.00)	(2.15)
State Grants/Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Grant Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Food Service Program	521,000.00	834.81	(520,165.19)	(0.16)	286,000.00	21,842.66	(264,157.34)	(7.64)
Extended Day Program	0.00	0.00	0.00	0.00	0.00	(10.00)	(10.00)	0.00
Transportation Program	901,072.00	290,964.30	(610,107.70)	(32.29)	861,750.00	303,973.01	(557,776.99)	(35.27)
Building Rental Revenue	60,000.00	0.00	(60,000.00)	0.00	69,615.00	0.00	(69,615.00)	0.00
Other Revenues	75,500.00	39,050.74	(36,449.26)	(51.72)	62,000.00	23,761.49	(38,238.51)	(38.32)
Total Revenues	30,208,044.00	5,247,504.15	(24,960,539.85)	(17.37)	29,742,686.00	4,820,061.16	(24,922,624.84)	(16.21)
EXPENSES								
Personnel								
Administration & Finance	1,474,975.00	170,236.98	1,304,738.02	11.54	1,024,223.00	146,905.68	877,317.32	14.34
Teaching & Learning	12,126,287.00	501,983.81	11,624,303.19	4.14	11,045,668.00	489,969.77	10,555,698.23	4.44
Student Activities	2,204,113.00	107,507.39	2,096,605.61	4.88	1,782,468.00	76,849.96	1,705,618.04	4.31
Operations	821,363.00	119,055.30	702,307.70	14.49	862,575.00	125,729.50	736,845.50	14.58
Grants	599,088.00	32,944.24	566,143.76	5.50	1,562,274.00	163,829.87	1,398,444.13	10.49
Subtotal Personnel	17,225,826.00	931,727.72	16,294,098.28	5.41	16,277,208.00	1,003,284.78	15,273,923.22	6.16
Operating Costs								
Administration & Finance	814,715.00	244,114.14	570,600.86	29.96	563,135.00	117,375.96	445,759.04	20.84
Teaching & Learning	762,878.00	32,603.19	730,274.81	4.27	441,800.00	32,196.74	409,603.26	7.29
Student Activities	2,798,457.00	33,010.32	2,765,446.68	1.18	2,393,565.00	18,925.64	2,374,639.36	0.79
Operations	2,093,130.00	358,994.57	1,734,135.43	17.15	2,015,320.00	415,211.08	1,600,108.92	20.60
Employee Benefits	2,592,646.00	229,147.44	2,363,498.56	8.84	2,360,500.00	167,191.43	2,193,308.57	7.08
Grants	506,182.00	36,478.88	469,703.12	7.21	2,088,847.00	298,037.43	1,790,809.57	14.27
Subtotal Operating Costs	9,568,008.00	934,348.54	8,633,659.46	9.77	9,863,167.00	1,048,938.28	8,814,228.72	10.63
Total Expenses	26,793,834.00	1,866,076.26	24,927,757.74	6.96	26,140,375.00	2,052,223.06	24,088,151.94	7.85
NET BUDGET FROM OPERATIONS	3,414,210.00	3,381,427.89	(32,782.11)	(99.04)	3,602,311.00	2,767,838.10	(834,472.90)	(76.84)
Capital Outlay	890,000.00	322,109.95	567,890.05	36.19	613,795.00	108,472.05	505,322.95	17.67
Debt Service	2,477,216.00	22,191.02	2,455,024.98	0.90	2,471,691.00	52,851.69	2,418,839.31	2.14
Depreciation	0.00	205,009.21	(205,009.21)	0.00	0.00	396,002.11	(396,002.11)	0.00
Board Capital Reserve	0.00	0.00	0.00	0.00	(9,000.00)	0.00	(9,000.00)	0.00
NET BUDGET RESERVED	46,994.00	2,832,117.71	2,785,123.71	(6,026.55)	525,825.00	2,210,512.25	1,684,687.25	(420.39)

Financial Report - Budget to Actual (Summary)**Foxborough Regional Charter School**

For 8/31/2022

Run: 9/15/2022 at 10:58 AM

Page: 1

	Budget	Actual	Budget - Actual	% of Budget
REVENUES				
Per Pupil Tuition	27,462,500.00	4,835,718.00	(22,626,782.00)	(17.61)
Federal Grants/Reimbursements	1,187,972.00	80,936.30	(1,107,035.70)	(6.81)
State Grants/Reimbursements	0.00	0.00	0.00	0.00
Other Grant Revenues	0.00	0.00	0.00	0.00
Food Service Program	521,000.00	834.81	(520,165.19)	(0.16)
Extended Day Program	0.00	0.00	0.00	0.00
Transportation Program	901,072.00	290,964.30	(610,107.70)	(32.29)
Building Rental Revenue	60,000.00	0.00	(60,000.00)	0.00
Other Revenues	75,500.00	39,050.74	(36,449.26)	(51.72)
Total Revenues	30,208,044.00	5,247,504.15	(24,960,539.85)	(17.37)
EXPENSES				
Personnel				
Administration & Finance	1,494,975.00	170,236.98	1,324,738.02	11.39
Teaching & Learning	12,106,287.00	501,983.81	11,604,303.19	4.15
Student Activities	2,204,113.00	107,507.39	2,096,605.61	4.88
Operations	821,363.00	119,055.30	702,307.70	14.49
Grants	599,088.00	32,944.24	566,143.76	5.50
Subtotal Personnel	17,225,826.00	931,727.72	16,294,098.28	5.41
Operating Costs				
Administration & Finance	814,715.00	244,114.14	570,600.86	29.96
Teaching & Learning	762,878.00	32,603.19	730,274.81	4.27
Student Activities	2,798,457.00	33,010.32	2,765,446.68	1.18
Operations	2,093,130.00	358,994.57	1,734,135.43	17.15
Employee Benefits	2,592,646.00	229,147.44	2,363,498.56	8.84
Grants	506,182.00	36,478.88	469,703.12	7.21
Subtotal Operating Costs	9,568,008.00	934,348.54	8,633,659.46	9.77
Total Expenses	26,793,834.00	1,866,076.26	24,927,757.74	6.96
NET BUDGET FROM OPERATIONS	3,414,210.00	3,381,427.89	(32,782.11)	(99.04)
Capital Outlay	890,000.00	322,109.95	567,890.05	36.19
Debt Service	2,477,216.00	22,191.02	2,455,024.98	0.90
Depreciation	0.00	205,009.21	(205,009.21)	0.00
Board Capital Reserve	0.00	0.00	0.00	0.00
NET BUDGET RESERVED	46,994.00	2,832,117.71	2,785,123.71	(6,026.55)

Coversheet

Second Reading of New/Changing Policies

Section: VI. Policy Review
Item: B. Second Reading of New/Changing Policies
Purpose: Vote
Submitted by:
Related Material: Attendance Policy.Revised.09-16-22 Second Reading.docx
Scope_Staff_Recruit_and_Retain_Committee_(1).docx

Attendance Policy

The Board of Trustees of the Foxborough Regional Charter School believes that students realize greater benefits from their schooling when they attend regularly. The Superintendent/Executive Director or their designee, shall be charged with developing attendance procedures, which encourage students to attend regularly, be punctual, and actively participate in their classes. Such procedures shall include, but not be limited to, (1) establishing a procedure that allows parents to call a designated telephone number at a designated time to inform the school of a student's absence and the reason for the absence, (2) enabling the school to contact the parent if a scholar is absent and the parent has not notified the school, (3) keeping accurate attendance records and making such records available for inspection by the Massachusetts Department of Elementary and Secondary Education, and (4) developing appropriate consequences for absences and tardiness. Such information shall be provided to parents annually.

Children who reach age five on or before August 31 are eligible to enroll in kindergarten in September of that school year (603 CMR 8.02). All children must attend school beginning in September of the calendar year in which he or she attains the age of six and are required to attend school until the child turns 16 years of age.

Student Absence Notification Program

Each Principal or designee will notify a student's parent/guardian within 3 days of the student's absence in the event the parent/guardian has not informed the school of the absence. In addition, each Principal or designee will notify a student's parent/guardian if the student has at least 5 days in which the student has missed 2 or more periods unexcused in a school year or has missed 5 or more school days unexcused in a school year.

Each Principal or designee shall make a reasonable effort to meet with any student and the student's parent/guardian if the student has five (5) or more unexcused absences in a school year to develop action steps to improve student attendance. The actions steps shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian and may include input from other relevant school personnel or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

For any student who is absent without excuse for more than 8 days during a quarter during the school year, the Principal or designee may consider filing a Child Requiring Assistance (CRA) Petition for students required by law to attend school (between 6 and 16 years old) who willfully fail to attend school, without excuse. The Principal or designee also may consider filing a Failure to Send Complaint with the Juvenile Court for parent/guardian failure to send a student to school, without excuse, as required by law for 7 full school days or 14 half school days in a 6-month period, which may be punishable by a small fine. If the Principal or designee has reasonable cause to suspect educational neglect by a parent/guardian, then the school shall file a 51A report with the Department of Children and Families.

Dropout Prevention

In an effort to prevent students from dropping out of school before graduating, M.G.L. c. 76, § 18 sets forth a process for establishing that a student has left school permanently.

- The statute states that no student who has not graduated from high school shall be considered to have permanently left public school unless an administrator (Principal or designee) of the school last attended by the student (age 16 or older) send notice within a period of 5 days from the student's tenth consecutive absence to the student and the parent or guardian of that student in both the primary language of the parent or guardian, to the extent practicable, and English.
- The notice shall initially offer at least 2 dates and times for an exit interview between the superintendent, or a designee, and the student and the parent or guardian of the student to occur prior to the student permanently leaving school and shall include contact information for scheduling the exit interview.
- The notice shall indicate that the parties shall agree upon a date and time for the exit interview, and that interview shall occur within 10 days after the sending of the notice. The time for the exit interview may be extended at the request of the parent or guardian and no extension shall be for longer than 14 days.
- The superintendent, or a designee, may proceed with any such interview without a parent or guardian if the superintendent, or a designee, makes a good faith effort to include the parent or guardian.
- The exit interview shall be for the purpose of discussing the reasons for the student permanently leaving school and to consider alternative education or other placements.
- The superintendent or a designee shall convene a team of school personnel, such as the principal, guidance counselor, teachers, attendance officer and other relevant school staff, to participate in the exit interview with the student and the parent or guardian of the student.
- During the exit interview, the student shall be given information about the detrimental effects of early withdrawal from school, the benefits of earning a high school diploma and the alternative education programs and services available to the student.

FRCS also shall send annual written notice to former students who have not yet earned their competency determination and who have not transferred to another school to inform them of the availability of publicly funded post-high school academic support programs and to encourage them to participate in those programs. At a minimum, FRCS shall send annual written notice by first class mail to the last known address of each such student who attended high schools at FRCS within the past two years. FRCS's Superintendent/Executive Director also shall annually report to the Massachusetts Department of Elementary and Secondary Education the number of students sixteen years of age or older who have permanently left school, the reasons for such leaving and any alternative educational or other placement the student has taken.

FOXBOROUGH REGIONAL CHARTER SCHOOL

SCOPE OF THE STAFF RECRUITMENT & RETENTION COMMITTEE

Reports to: The Board of Trustees

Term of Office:

- Board of Trustees and 12-month employees September to August.
- Staff, Adults/Guardians & Students for one school year from September to June.

Meeting Frequency

- This committee will meet at least every other month.
- The committee shall call additional meetings as needed.

Purpose

The Staff Recruitment & Retention Committee (the “Committee”) is commissioned by and accountable to the Board of Trustees. The primary responsibility is to ensure Foxborough Regional Charter School (FRCS) implements and adheres to policies and procedures which enable it to recruit and retain existing staff.

Responsibilities

- Ensure that FRCS has in place appropriate and measurable goals on staff recruitment and retention, and that appropriate quantitative and/or qualitative metrics are established for those goals and reviewed by the Committee.
- Ensure that FRCS establishes a reasonable, recurring method of assessing staff engagement/satisfaction/attrition risk, e.g. pulse checks, surveys, structured listening sessions. The output of these assessments (appropriately sanitized to protect privacy) will be regularly reviewed by the Committee.
- Ensure that FRCS designs and executes appropriate actions to address (a) gaps between recruitment/retention metrics and goals and (b) risks identified through staff assessments.
- Annually review the policies to ensure compliance with state regulations.
- Make suggestions to the Board of Trustees for changes in policy after review with the DESE required guidance.
- Report to the Board of Trustees at regular meetings of the Board.
- Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Trustees
- To notify the Finance Committee of any decisions made that impact the school finances. Such decisions will be made with a clause stating that they are recommendations and are subject to the school’s budget policies and procedures. Depending on the nature of the proposed budget change, related policies and procedures may include approval by the Finance Committee and/or the Board of Trustees

FOXBOROUGH REGIONAL CHARTER SCHOOL

SCOPE OF THE STAFF RECRUITMENT & RETENTION COMMITTEE

Recommendations for Policy Review:

The committee will annually review and shall bring to the Board of Trustees recommendations to change the following policies when appropriate.

- Employee Handbook (shared with Governance Committee)
- Harassment Policy (Shared with Staff Recruitment & Retentions Committee)
- Social Media Policy – Staff
- Mandatory Criminal Record (CORI) Checks (shared with Governance Committee)
- Bullying Prevention and Intervention Policy (Shared with Student Recruitment & Retentions Committee)
- Curriculum Development, Implementation, and Evaluation
- Faculty and Staff Evaluation Policy
- Technology Use (Shared with Student Recruitment & Retentions and facilities committees)
- Students who Cheat (Shared with Student Recruitment & Retentions Committee)
- Student Withdrawal from School - Drop-Outs (Shared with Student Recruitment & Retentions Committee)
- Smoking and Tobacco Use Policy (Shared with Student Recruitment & Retentions Committee)
- Student Handbook/Code of Conduct (Shared with Student Recruitment & Retentions Committee)

Composition:

- A member of the Board of Trustees will act as the Chair and V-Chair of this committee. If only one member of the Board of Trustees is on the Committee, then the V-Chair will be a member of the District Administration.
- Board of Trustee and District Administration appointments to the Committee shall be made at least annually in accordance with the FRCS Bylaws.
- The clerk/secretary to the committee is any adult member of the committee and is responsible for open meeting law compliance.
- Up to two additional members from the following stakeholders:
 - Staff Members
 - Parent/Guardians
 - Students