



# Foxborough Regional Charter School

## Board Meeting

Published on October 6, 2022 at 5:49 PM EDT  
Amended on October 6, 2022 at 9:19 PM EDT

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### Date and Time

Tuesday October 11, 2022 at 6:15 PM EDT

### Location

Remote only

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### Meeting Format

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

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

### In-person details:

- Please Enter through the Middle School Main entrance

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:15 PM</b>
A. Roll call attendance		Susanna Girard	
B. Call the Meeting to Order		Kathleen Crawford	
C. Privilege of the Floor		Kathleen Crawford	

	Purpose	Presenter	Time
<b>II. Board Business</b>			
<b>A. Interview Candidate for Interim Executive Director</b>	Discuss	Matthew Yezukevich	
Heidi Berkowitz			
<b>III. Closing Items</b>			
<b>A. Approval of Minutes</b>	Vote	Susanna Girard	
<ul style="list-style-type: none"> <li>• 20SEP2022</li> <li>• 05OCT2022</li> <li>• 06OCT2022</li> </ul>			
<b>B. Vote to Adjourn</b>	Vote	Kathleen Crawford	
<b>C. Adjourn Meeting</b>	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

## Interview Candidate for Interim Executive Director

<b>Section:</b>	II. Board Business
<b>Item:</b>	A. Interview Candidate for Interim Executive Director
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	Heidi Berkowitz Resume .doc

# Heidi Berkowitz *Resume*

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## PROFESSIONAL EXPERIENCE:

### 2021-2022 Chief of Staff, Foxborough Regional Charter School

- Support the District's strategic plan in all activities.
- Provide administrative coordination for the district's overall operations and related support activities.
- Sets the strategic direction of the Superintendent/Executive Director's calendar to ensure that it aligns with stated priorities, including vetting and evaluating requests from internal and external constituents.
- Provide leadership for implementation and monitoring of services.
- Support assessment and tracking of progress towards strategic plan goal achievement and implementation to achieve strategic plan objectives.
- Supervise executive and support staff of the Office of the Superintendent/Executive Director.
- Convene District administrators and staff to discuss division operations, services and challenges and successes. - Lead focus groups.
- Prepare agenda for and chair the executive committees in the absence of the Superintendent /Executive Director.
- Develop and continuously enhance an integrated communications network within and between, the District and the community in order to support an effective work environment.
- Provide administrative oversight for the preparation of reports; assure the completion of reports and interpretation of related data for the administration, staff and the public to promote effective and data informed decision making by executive staff, site-based administrators and the Superintendent/ Executive Director.
- Support the District's organizational development, leadership development, succession planning and staffing priorities as directed by the Superintendent /Executive Director.
- Support the Superintendent / Executive Director's goals for executive staff accountability in working to assure student achievement.
- Attend or participate in required meetings deemed necessary by the Superintendent/Executive Director in order to accomplish the objectives of the position and for professional growth.
- Represent and act on behalf of the Superintendent/ Executive Director as directed.
- Serve as chair of the Superintendent / Executive Director's executive leadership team (senior staff/Chiefs).
- Organize, participate, schedule and manage priorities for Superintendent/ Executive Director's senior leadership team meetings.
- Provide support, feedback and direction for the senior leadership team.
- Meet regularly with and advise the Superintendent /Executive Director of unusual trends or problems and recommend appropriate corrective action.

### 2006 – 2021 Director of Outreach and Development, Foxborough Regional Charter School Technical Writing

- Developed Voluntary Public School Choice Federal Grant Application, 2007, secured \$3.2 for Outreach, Access and Transition funding (2007-2013)
- Crafted Supplemental Funding Requests for Federal Grant Applications receiving \$110,000- 2008, \$35,000,-2009, \$88,000-2010, \$69,000-2011 and \$89,000 continuation funding 2012
- Craft charter amendment requests to DESE for adjustments to charter policies

## EDUCATION:

Bachelor of Science in Marketing,  
Bentley College

## ADDITIONAL EXPERIENCE:

2012- 2016  
Board Member, Stars Interagen Inc

2004-2006  
Secretary, Board of Directors  
Dianne DeVanna Center for the Prevention of Child Abuse and Neglect

2003-2004  
Member, Board of Directors  
Dianne DeVanna Center for the Prevention of Child Abuse and Neglect

Computer Competencies:  
WORD, Excel, Access, Outlook, Constant Contact, Powerpoint, Adobe InDesign, WordPress, Sharepoint, Facebook, Twitter, Pinterest, LinkedIn

2009-Present Notary Public

## REFERENCES: Available upon request

## Heidi Berkowitz Resume (Continued)

### PROFESSIONAL EXPERIENCE (continued):

- Coordinate all data collection and submission of Federal Grant Annual Performance Review and Ad Hoc Reporting for Federal Grants, 2007 - present
- Coordinate, analyze, assemble, and organize data for the Annual Report, 2006 to present
- Facilitated data collection, goal reporting and application assembly for charter renewal, 2012

#### School / Project Management

- Increased enrollment by 33% and waitlist by nearly 880% between 2009-2012
- Oversee lottery admission process including over 1000 applications per year, processed through two lotteries
- Oversee accountability, compliance, reporting and site visits for federal grant programs from 2006-present
- Oversee state reporting of student information data impacting tuition payments of \$13,000,000

#### Communication

- Develop and implement the annual multi-layered communications plan with numerous target audiences including: elected officials, business and community leaders, teachers, principals, education leaders, parents, opinion leaders and the media
- Oversee the content development of editorial and communications materials including print publications, web site and social media, email and listserv messages, presentations and speeches, guest editorials and other materials
- Coordinate communication for all crisis response outreach activities
- Develop and manage ongoing media outreach strategy including planning events, serving as a point of contact for the media, and production of press materials
- Identify and support public speaking and writing opportunities for the executive director, board members and staff
- Guide Board of Trustees and Executive Director on all communication and development related issues, including strategic planning, board development and implementation of annual fundraising plan

#### 2003-2006 **Director of Development, Foxborough Regional Charter School**

- Initiated school-wide Communications Plan to target improved communications with all key stakeholders
- Oversaw communications programs that effectively described and promoted the Charter School
- Conducted market and public opinion research to assess program outcomes
- Coordinated outreach efforts to build community awareness and support; Managed media relations.
- Developed and coordinated the production of dissemination materials including handbooks, brochures, special event programs, and the Annual Report
- Acted as liaison between the Charter School and local government and community leaders

#### 1998 - 2003 **Student Life Coordinator, SABIS Foxborough Regional Charter School**

- Instrumental in the start up of a highly successful regional K-12 charter school, consisting of over 1,000 students from 21 municipalities
- Initiated, designed, and implemented "best practices" Student Life Leadership, Character Education and Community Service Learning programs
- Coordinated all academic support and enrichment activities
- Analyzed data from low grade reports, standardized testing and MCAS results to identify specific grade level gaps in curriculum alignment to the frameworks
- Analyzed individual student test results to identify gaps in core concepts in order to create individualized success plans for students

### COMMITTEE MEMBERSHIPS AND

### AFFILIATIONS:

**Member Massachusetts Association of Secondary School Administrators 2003-2010**

**Massachusetts Association of Secondary School Administrators, Legislative Committee member, 2006-2008**

**Foxborough Regional Charter School Development Committee, Chair**

**Committee Memberships, Foxborough Regional Charter School**

**Facilities Committee  
Technology Committee  
Enrollment Committee**

### EVENT PLANNING:

**2005 Chairman, Dianne DeVanna Center Annual Walk Committee**

**2005, 2006 Member Dianne DeVanna Center Annual Gala Committee**

**2007-2012 Chair, Friends of Foxborough Regional Charter School Golf Tournament Committee**

**2010 Chair, FRCS Groundbreaking Ceremony Committee**

**2012 Chair, FRCS Ribbon Cutting Ceremony Committee**

**2011- 2012 Chair, Friends of Foxborough Regional Charter School Road Race Committee**