



Foxborough Regional Charter School

Board Meeting

Published on February 24, 2022 at 4:12 PM EST

Date and Time

Monday February 28, 2022 at 6:15 PM EST

Location

Foxborough Regional Charter School

Middle School 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 Middle School Main Office
- Please remember to sign in upon arrival

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:15 PM
A. Attendance		Susanna Girard	5 m

	Purpose	Presenter	Time
B. Call the Meeting to Order		Kathleen Crawford	10 m
II. Committees			6:30 PM
A. Interview: Board of Trustees Candidate Anissia Vixamar	Discuss	Sergio Martin	30 m
B. Break	FYI	Kathleen Crawford	5 m
C. Interview: Board of Trustees Candidate Irhene Kelvin Osagie	Discuss	Sergio Martin	30 m
D. Break	FYI	Kathleen Crawford	5 m
E. Interview: Board of Trustees Candidate Todd Tetreault	Discuss	Sergio Martin	30 m
III. Privilege of the floor			
IV. Closing Items			
A. Vote to Adjourn	Vote	Kathleen Crawford	
B. Adjourn Meeting		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

Interview: Board of Trustees Candidate Anissia Vixamar

Section:	II. Committees
Item:	A. Interview: Board of Trustees Candidate Anissia Vixamar
Purpose:	Discuss
Submitted by:	
Related Material:	Anissia Vixamar Resume.pdf

ANISSIA VIXAMAR

PROFESSIONAL EXPERIENCE

TAKEDA PHARMACEUTICALS INTERNATIONAL CO.

Cambridge, Massachusetts

Associate Director, R&D Ethics & Compliance

Dec. 2019 – Present

- Partner with the R&D leadership to champion and shape the organizational mindset around the Patient-Trust-Reputation-Business model to embed ethical decision-making principles.
- Provide strategic advisory to R&D including but not limited to external partnership, engagement and clinical development activities.
- Identify and evaluate emerging industry trends and laws/regulations and communicate potential impact to R&D accordingly.
- Collaborate with R&D Ethics & Compliance Operations to develop and implement monitoring and risk assessment strategy.
- Provide assessment of and feedback for Global Ethics & Compliance Policies/SOPs, initiatives or programs as relevant.
- Interface with other Ethics and Compliance teams, as appropriate.

Senior Manager, Quality Compliance

Mar. 2018 – Dec. 2019

- Directs continuous improvement to ensure programs remain compliant with FDA and other regulatory requirements.
- Develops and maintains a broad network of relationships within the local and global environment. Represents the company at corporate and regional meetings and, as necessary, with Regulatory Agencies, industry groups and business partners.
- Advises project teams on compliance strategies to ensure cGMP and company expectations are met. Ensures the establishment of remediation plans, if needed, to improve compliance standing.
- Leads due diligence activities to ensure risk based approaches are used and approves operations as part of self-assessment programs.
- Leads the Regional (cross-functional) Quality Council Program which assess compliance standing and risks associated to Quality Systems health to ensure any negative trends are properly communicated, discussed, addressed and effectiveness of actions taken monitored to assure good standing of our quality systems. Promote risk awareness and proactive remediation to drive compliance results.
- Manage staff responsible for Quality Compliance programs and compliance interactions with vendors, to assure timely and compliant operations. Makes recommendations regarding long-range resource planning, budgeting and restructuring to meet business needs.
- Escalate to Senior management as appropriate, compliance related situations that may arise as a result of self-assessments and that may represent significant risk to the organization.
- Represent the company at FDA or other regulatory inspections of TBOS, or contract manufacturing organizations and contract laboratories associated with the commercial product supply chain.

Manager, Quality Compliance

Feb. 2017- Mar. 2018

- Lead and deliver Management Review to Oncology and Biologics (O&B) leadership team on a regular basis.
- Collect data and calculate metrics from Quality organization as well as coordinate compilation of Management Review metrics from GMP departments.
- Manage the O&B internal assessment program.
- Implement Inspection Readiness Program.

- Maintain current understanding of industry inspection trends. Lead projects to ensure compliance across regulatory expectations.
- Interpret and execute operating policies, procedures and directives for the department.
- Identify and plan projects/studies/reviews/investigations to address a specific issue. Act as an advisor to specialists executing projects.
- Lead or participate in supplier audits as needed in support of the Quality Systems department.

Senior QA Auditor

Mar. 2014 – Feb. 2017

- Lead qualification audits of new and current third-party vendors/suppliers associated with Takeda's global supply chain.
- Develop quality metrics based on third-party vendors and Takeda's global audit division for dissemination to global senior leadership.
- Collaborate effectively with other Takeda regional groups to conduct audits according to the global audit schedule and support global initiatives as required.
- Manage the global audit plan by acting as primary contact for Regional Heads and GQA auditors.
- Serve as a liaison between Takeda and external parties to leverage services provided for execution of the audit plan and/or regulatory agency inspection support of local operating companies.
- Compile, trend and distribute quality-related actions/data and regulatory topics.

GENZYME

Cambridge, Massachusetts

Program Manager

Nov. 2013 – Mar. 2014

- Develop and implement Materials Management systems including Material Control, Supplier Qualification and Purchasing Controls.
- Collaborate with remediation teams to assist in executing detailed project plans defining Consent Decree activities, timelines and resource requirements.
- Build consensus across functional areas, obtain key stakeholder buy-in and implement changes in Materials Management systems.
- Monitor projects through major milestones and completion by ensuring assigned tasks are completed on scheduled by identifying resolutions for issues that may affect remediation timelines.
- Ensure programs are current with regards to compliance regulations, practices and costs.

Senior Quality Engineer

Aug. 2012 – Nov. 2013

- Drove three numbered steps/departments to successful completion of the stringent Verification process.
- Contributed to the development of steps, work breakdown and milestones within the Consent Decree Work Plan relating to the relevant quality system requirements.
- Delivered against project plan deliverables and penalty-related milestones associated with the FDA Consent Decree Work Plan.
- Worked with the current business and system owners to ensure that the proposed remediation actions address the key points of compliance or standard.
- Provided ongoing monitoring of implemented actions to verify continued compliance in addition to identifying and proposing solutions for any issues preventing sustainability.
- Set clear objectives for team members and ensured they performed in an effective and efficient manner.

MILLENNIUM PHARMACEUTICALS, INC.

Cambridge, Massachusetts

Manager

Jun. 2012 – Aug. 2012

QA Specialist III

Feb. 2010 - Jun. 2012

- Recipient of the 2011 Millennium Outstanding Team award which recognizes employees that participated in an event or project that contributed to the overall success of the company.
- Performed U.S./Ex-U.S. GMP vendor and supplier audits to ensure compliance with company policies, quality agreements and domestic/international regulatory regulations.
- Supervised and managed the internal audit program which ensures pro-active management of several Millennium departments and provides areas of improvement to the VP of Quality.
- Acted as recall coordinator for a voluntary product recall and primary triage coordinator for several third-party audits and regulatory agency inspections.
- Provided oversight and coordination for MHRA audits of GCP activities in Ex-U.S. locations.
- Business Administrator of an electronic audit management system (AMS) that allows oversight of Millennium’s GMP, GCP and GLP suppliers, acts as a repository for pertinent documents and provides metric reporting to Quality and Senior Management.
- Managed the tasks and responsibilities of the department contractor for over four years.

QA Specialist II

Feb. 2008 - Feb. 2010

- Recipient of the 2008 Millennium Outstanding Contributor award which recognizes individuals that embody Millennium’s Core Values and have made a significant impact on their department’s success.
- Served as the Business Administrator for AMS which requires collaboration and harmonization of processes across several business areas.
- Fostered positive relationships with external vendors to ensure Millennium’s business needs were adequately met and appropriately incorporated into all project plans.
- Assisted with the creation and revision of quality/technical agreements by compiling Millennium’s business requirements and negotiating contract terms with the other party.
- Drafted and revised SOPs pertinent to AMS and other Corporate Quality business functions.
- Oversaw project management aspects of department initiatives.

ABBOTT PERSONNEL CONSULTING

Cambridge, Massachusetts

QA Supplemental Contractor at Millennium Pharmaceuticals, Inc.

Jul. 2006 - Feb. 2008

- Participated as a triage team member and secondary triage coordinator for regulatory agency inspections (i.e. FDA & MHRA) and third-party audits.
- Recipient of the 2006 FlexStaff Reach Award which recognizes and rewards contractors for “above and beyond” contributions to the company.
- Implemented and maintained an electronic record of Millennium’s Internal, third-party and supplier audit observations and CAPAs.
- Revised Millennium’s service/quality agreements and updated an electronic document repository accordingly.
- Aided in the completion of regulatory inspection history for each supplier.
- Inventoried and tracked all distributed audit reports.

Strategic Sourcing Supplemental Contractor at MPI

May 2005 - Jul. 2006

- Recipient of the 2005 FlexStaff Reach Award which recognizes and rewards employees for “above and beyond” contributions to the company.
- Offered constructive feedback to senior management on current database capabilities and implemented suggested solutions.

- Acted as support staff and a liaison between the Strategic Sourcing and Strategy Planning & Operations departments.
- Handled confidential contracts and agreements by entering information into company database.
- Revised computer software manual to provide more accurate information to current employees and future trainees.
- Trained new employees and users on company database software.

EDUCATION

M.S. Regulatory Affairs for Drugs, Biologics & Medical Devices

Northeastern University

Boston, Massachusetts

Summa Cum Laude

Concentration: Biopharmaceutical Int'l & Domestic Regulatory Affairs

B.S. Communication Studies

Northeastern University

Boston, Massachusetts

Study Abroad Semester at University of London – Goldsmith's College

London, England

Certification: International Register of Certified Auditors

Sept. 2015

Boston University: Concepts of Project Management

Nov. 2008

Professional Organization Memberships: Healthcare Businesswomen's Association (2009-Present)

Volunteer Experience: YBWS Volunteer Initiative (2009-Present), Millennium-Makes-A-Difference Volunteer (2008-Present), Mission Works Youth Tutor (2006), Northeastern University Legacy 2000 Mentor (2002-2005)

Coversheet

Interview: Board of Trustees Candidate Irhene Kelvin Osagie

Section:	II. Committees
Item:	C. Interview: Board of Trustees Candidate Irhene Kelvin Osagie
Purpose:	Discuss
Submitted by:	
Related Material:	Kelvin Osagie resume.pdf

IRHENE KELVIN OSAGIE

Objective.

Professional Psychiatric Nurse Practitioner pursuing an opportunity to prepare the next generation of Nurses through teaching and profit from all opportunities to develop and further my teaching skills.

Certifications / Trainings / Qualifications/ Skills.

- > Massachusetts Certified Nurse Practitioner – CNP
- > Massachusetts Registered Nurse License – RN
- > Massachusetts Advanced Practice registered Nurse- APRN
- > ANCC – Psychiatric Mental Health Nurse Practitioner -BC
- > Massachusetts Control Substance Registration- MCSR
- > DEA Registration Certification
- > Medication Assisted Treatment (MAT) 24.0-hour weaver training.
- > Domestic and sexual violence training (Chapter 260)
- > Strong mental health counseling background.
- > Critical thinking skills that promotes prioritized focus.
- > Patient and Family focused care
- > BLS / CPR / CPI / First aid certification/ FEMA Crisis preparedness Certification.
- > Proficient in MDS and OASIS.
- > EMR proficient: e-clinical works, Meditech, All scripts, Axxess.
- > Church Sunday school teacher.

Education.

Enrolled in Ph.D. in Nursing. Van Loan School at Endicott College.
Start date. September 2020

Master of Science in Nursing (Psychiatric-Mental Health Nurse Practitioner)
Regis College. Completion date. May 2020.

Bachelor of Science in Nursing. Framingham State University.
Completion date. January 2018.

Associate Degree in Nursing. Massasoit Community College.

Completion date. January 2011.

Licensed Practical Nurse Diploma. Blue Hills Regional Tech.
Completion date. June 2007.

Professional Experience.

High Point Treatment Center. 72 Kilburn St. New Bedford. Feb 2021-Present. Psychiatric - Mental Health Nurse Practitioner.

1. Provide patient assessment, diagnosis and treatment plans in accordance with status, regulations and protocol regarding the profession
2. Issue medication prescriptions in accordance with treatment guidelines.
3. Provide psychiatric health services, education, counseling and emotional support.
4. Refers patients for inpatient care, in collaboration with the staff psychiatrist as necessary.
5. Order laboratory tests, interprets and explain the test results to patients.
6. Provides patient education regarding medications, risks, benefits and reasonable outcome expectations.
7. Communicate with patients and engage in follow-up as necessary.

Rakita Psychiatric Associate. 1342 Belmont, Brockton Ma. 2019- March 2020. Psychiatric-Mental Health Nurse Practitioner Student.

1. Precepted with Dr. Rakita, MD and Sabina Tavares, PMHNP.
2. Assessed and diagnosed a range of clients through the lifespan.
3. Assisted in psycho-pharmacological medication and non- medication treatment and management of various psychiatric conditions.
4. Provide therapeutic mental health counselling and psychotherapy sessions.
5. Collaborate with client's pcp for optimal care and safety.
6. Developed Nurse practitioner-client relationships and professional roles.
7. Provided culturally competent care.
8. Assisted in ordering labs and other special diagnostic test and help in evaluating data obtained.

Curahealth hospitals. 909 Sumner Street, Stoughton Ma. 2018- present. RN Overnight locked down unit Charge Nurse.

1. Document Patient admission assessment and reassessments, patient care plans and other pertinent information.
2. Assess and reassess pain, utilize appropriate pain management techniques. Educates patient and family regarding pain management.
3. Directs, supervise and evaluates nursing care provided to patients

4. Develop nursing care plans of assigned patient on admission, update plan of care as needed and ensures plan of care is coordinated with patient, family and other members of the team.
5. Perform patient care responsibilities considering needs specific to the standard of care for patient's age.
6. Receives physician's orders, ensures transcription is accurate and documents completion.
7. Administers medication utilizing the five rights of medication administration reducing the potentials for medication errors.
8. Perform treatments and provide services to level of licensure.
9. Interprets data about the patient's status in order to identify each patient's age specific needs and provide care needed by the patient group.

***The Mentor Network. 764 N Main street, Brockton Ma. 2015 - March 2020.
Case management Nurse / Primary Care Nurse. Adult day Health Center.***

1. Conduct a complete assessment of each participant
2. Develop individualized care plan
3. Oversee the management of high-risk medical conditions
4. Participate in quality improvement and educational programs
5. Maintain contact with primary care physicians and specialists
6. Train support staff in daily functions within their roles.

***United Home Care Services Inc. 119R Foster St Peabody Ma. 2014- May 2016
Visiting Nurse.***

1. Provide in-home nursing services that includes:
Wound Dressing & Care | Ventilator & Tracheostomy Suctioning/Care | G-Tube Feedings & Care | Respiratory Treatments & Assessments | Patient Bathing & Hygiene Assistance | Glucose Checks & Blood Pressure Monitoring.
2. Provide home-healthcare services to adult and elderly patients diagnosed with chronic conditions or recovering from serious illnesses and injuries.
3. Adhere to rehabilitation and treatment plans to accelerate patient recovery; minimize pain, discomfort, infections and complications; and optimize patient outcomes.
4. Assess, monitor and document patient progress, symptoms and vital signs on each visit.
5. Educate clients and their families on the safe treatment of injuries, illnesses and conditions.

***Lifeworks Inc. 789 Clapboardtree street Westwood Ma. 2014-2015
Group Home Nurse.***

1. Access Patient medical needs, administer prescribed medication and facilitate medical appointments according to assigned medical care standards.
2. Supervise and assess vital changes in patient's condition by monitoring vital signs, symptoms, and test results.
3. Access and Document patient's health status and nursing care.
4. Participate in inter-disciplinary nursing team meetings to improve policies/procedures and to ensure adherence to safety procedures.
5. Ensure safe and proper storage of medications and ensure medications are administered as prescribed.
6. Record and appropriately utilize necessary data, daily progress notes, staff log and complete all other ISP and program required documentation.
7. Advise program manager and staff of any medical problems that may hinder an individual's progress or that may be aggravated by activities at the program.

***Brockton Adult Day Care, 764 North Main street, Brockton Ma. 2012-2013
LPN Volunteer Nurse.***

1. Monitor Patient Vital signs
2. Assist with daily patient ADLs
3. Compliant with Medical waste- sharps and hazardous waste as required
4. Refill patient medications via phone / fax
5. Assist as necessary with clerical functions including documentation and filling of paperwork
6. Assist patient with aspiration precaution with feeding.
7. Assist patient with Toileting and therapeutic walking

***Advocates Inc 1 Clark hills Framingham Ma. 2011-2014
Mental health counselor.***

1. Teaching skill development and community integration
2. Assisting individuals in meeting their personal care and nutritional needs
3. Handling behavioral interventions
4. Participating in the development of IAP/ISP objectives and documenting consumer progress
5. Dispensing medications.

***Signature Medical Group. 680 Centre Street, Brockton Ma 2008-2010
Medical office Nurse (Endocrinology).***

1. Verifies all tests (lab, radiology, surgical and pathology) reports that need to be present in-patient chart prior to their appointment with the physician.
2. Assists with daily patient scheduled flow.
3. Assists as necessary with clerical functions / scheduling patient appointments and follow-up tests.
4. Obtain vital signs, height, weight, review medications and medical history on all pt's as required.
5. Refill prescriptions via eCW and Allscripts (or phone / fax if required).
6. Compliant with medical waste-sharps and hazardous waste as required.
7. Draw blood samples and properly handle outgoing specimens to the correct lab facility for testing.
8. Review patient incoming labs and establish what needs a physician's attention.
9. Administer injections, proper handling and testing of urine collections and other specimen.
10. Diabetic teaching.
11. Effectively communicates with physician to ensure maximum assistance.
12. Adheres to infection control practices.
13. Safeguard's confidentiality of patients and employees and abides by HIPAA guidelines at all times.
14. Comfortable with Meditech, eCW, IDX and Allscripts.

***Brockton Area Multi Services Inc (BAMSI). 10 Christy's Drive, Brockton Ma
2007- 2010. Group Home Nurse.***

1. Provide clinical oversight to agency programs regarding DPH medication administration.
2. Work with community physicians and program staff to formulate and implement Effective medical treatment plans.
3. Monitor medical status, identify health related needs and work with residential Staff to ensure a safe and healthy environment for individuals living in a community setting.
4. Provide direct care service to individuals living in a supervised residential Settings and do so in a manner that promotes growth, independence, and dignity for those individuals served.
5. Review medical records and physician orders to ensure program compliance, Updating information as needed.
6. Consult with staff on methods of medical treatment and care.
7. Ensures safe and proper storage of medications and ensures that medications are administered as prescribed.
8. Record and appropriately utilizes necessary data, daily progress notes, staff log and complete all other ISP and program required documentation.

Brockton Area Multi Services Inc (BAMSI). 10 Christy's drive, Brockton Ma 2003 – 2007 Residential mental health counselor.

1. Create opportunities for clients to participate in the smooth operation of the housing setting, including participating in meal preparation, maintenance of the physical site, etc.
2. Create a helping environment in which family, friends, and others important in the lives of clients are welcome, respected and valued. Serve as a resource for neighbors and other Providers.
3. Ensure rehabilitation, support, supervision, housing (including room and board) are offered consistently to clients served by program.
4. Act as an advocate for clients and store, administer, document and dispose of clients' medication consistent with Medication Administration Program (MAP) requirements, funding source regulations and company policy, if applicable. Ensure program compliance with MAP protocols.
5. Participate in trainings; attend supervision meetings, staff meetings as required
6. Adhere to all company and divisional and program specific policies and procedures, Including safe work practices, worker's compensation, universal precautions and exposure control.
7. Comply with accreditation and licensing standards, as well as physical site licensing standards and regulations
8. Contribute to program's quality improvement goals and objectives and use crisis intervention techniques when necessary. Access on-call back up when needed and complete incident documentation as needed.
9. Ensure maintenance and safety of physical site and perform other related duties as assigned.

Organization

American Psychiatric Nurses Association (APNA) - Member.
Massachusetts Association of Advanced Practice Psychiatric Nurses (MAAPPN) - Member.

Personal

Active in church activities including outreach programs and youth programs.

Reference:

Available upon request.

Coversheet

Interview: Board of Trustees Candidate Todd Tetreault

Section:	II. Committees
Item:	E. Interview: Board of Trustees Candidate Todd Tetreault
Purpose:	Discuss
Submitted by:	
Related Material:	Todd M. Tetreault resume.pdf

Todd M. Tetreault

CHIEF INFORMATION OFFICER

BUSINESS ACCELERATOR, DIGITAL TRANSFORMATION LEADER

SUMMARY:

Proven record of enabling business success through technology. Helps companies create efficiency and transparency, add automation, modernize and democratize data, and establish a strong foundation for technology as a strategic enabler. Drives technology practices to proactively create value, scale services, improve product/project management and service delivery processes, enhance execution, and tackle the challenges that come with growth and transformation. Skills include:

- Technology Strategy
- Executive Governance
- Business Relationship Management
- BI/Analytics
- Application Development
- Web/Ecomm Technologies
- Agile Methodologies
- SDLC Tuning
- IT Service Management
- Software procurement& build/buy analysis

EXPERIENCE:

Dorel Juvenile, Inc.

A division of Dorel Industries, Dorel Juvenile is a world leader in juvenile products, including car seats, strollers, home products, infant health and safety products, produced under brands including Safety 1st, Maxi-Cosi, Cosco, TinyLove, DisneyBaby, et al.

December 2017 – Present: Chief Information Officer

Responsibilities

- Reporting to the US CEO, lead 27 FTE and a range of contract resources and partners in strategic planning, service delivery, system support, and roadmap planning and execution across four key practices: Infrastructure and Operations, Application Development, BI/Analytics, and CX/Digital.
- Drive digital transformation in all domains of a traditional consumer product company: operational efficiency, workforce enablement, customer engagement and new product development
- Translate Company Strategy into Technology Strategy through active engagement with CEO and fellow Executives
- Drive service-oriented framework for all services and interfaces provided by Technology Team
- Establish governance & demand management processes to ensure executive consensus/support on technology roadmap
- Resolve legacy technical debt and modernize systems across the enterprise
- Manage operating budget of \$10MM
- Reporting to the Global CFO (Juvenile Worldwide) provide services as a global COE in ERP, BI and IT

Accomplishments

- Shift the culture of a traditional technology team within a consumer products company towards pro-active value creation. We drive business success through technology. We reach into the business when we see opportunity.
- Deliver first major upgrade to ERP system since 2010, enabling a backlog of >100 projects to drive new efficiencies and business models. Launched on time and under budget.
- Transitioned over 150 office employees to a full-remote workforce in 21 days as part of COVID response
- Deliver modernization of Small-pack Picking in both of our DCs, achieving 2-3X picking capacity with a 6-8 FTE reduction
- Complete overhaul of BI function and architecture, delivering all-new Business Intelligence capabilities across the organization. Saved 2-3 FTE of data processing while delivering many new insights and capabilities (as well as an almost endless source of end-user appreciation).
- Launch direct-to-consumer ecommerce capabilities for flagship Maxi-Cosi brand
- Direct IT strategy to resolve capability gaps in security, resilience and disaster recovery. New capabilities include endpoint monitoring, regular penetration testing, employee education (95% reduction in phishing risk), major network security enhancements, and a new DR site meeting 24-hr Recovery Time Objective and exceeding most Recovery Point Objectives.
- Implement Robotic Process Automation platform to provide front-end automation of tasks in Finance and Customer Care; 1 FTE in savings with significant reduction in NVA work
- Implement new Consumer Data Platform (CDP) centralizing all consumer data from email databases, transactions, shipments, consumer care, et al. into a single, 360° view of the consumer
- Launched IT Managed Service Provider for improved 24/7/365 support of end-user tech requests and emergency support

Todd M. Tetreault

- Continuously manage technology practice on (or below) budget while meeting company EBIT goals

Sept 2016 – December 2017: Global VP, Product & Innovation Technology

Responsibilities

- Reporting to the global CTO, oversee all applications and technical support of the global Product Development Organization

Accomplishments

- Implemented global Project & Portfolio Management solution, enabling visualization and management of new product development portfolio across all regions worldwide
- Supported development of dorel.io, a shared-service model for delivering consumer-facing content and websites across the Juvenile Segment

September 2014 – October 2016: VP, Business Systems

Responsibilities

- Reporting to the US CEO, consult with executive team on companywide initiative to improve business process and system support across the New Product Development, Go to Market, and Sales & Operations Planning functions
- Manage a PMO of five FTE in execution of all project/portfolio management functions for new product development
- Drive transparency and data-centricity into all aspects of the business

Accomplishments

- Implemented Atlassian's Jira and Confluence as cross-functional work management tools for all aspects for new product development
- Piloted agile methodologies and xM principles within product development, resulting in fastest-ever launch of a new car seat platform
- Introduced test-case management and other platforms/principles to transition quality functions to a data-driven model

Rakuten Loyalty (formerly FreeCause, Inc.)

A division of Rakuten, Inc. (JASDAQ: 4755). Rakuten Loyalty was a leading provider of loyalty platform solutions, enabling monetization to member programs primarily via e-commerce platforms and browser extensions. Customers included leading global loyalty programs, such as Upromise, Coles flybuys-AU, Rakuten Ichiba-JP, Hawaiian Airlines, Nectar-UK, Infospace, et al.).

February 2010 – August 2014: VP of Product Operations, General Manager

Responsibilities

- Reporting to the CEO: create, staff and lead the Product Management, Project Management, Professional Services and SQA functions at Rakuten Loyalty. Staff and lead the Account Management function.
- Product Management: Develop strategies to improve product resonance with B2B clients and client end users. Shift from a client-driven roadmap to a market- and data-driven focus. Drive product roadmaps to support product goals.
- Client Operations: Oversee account management, client onboarding, and end user support. Drive project lifecycle for B2B implementations from deal close through launch marketing.

Accomplishments

- Project Management: established the project management practice from scratch, supporting both agile and waterfall SDLCs for core product development and client-specific engagements
- QA: Established and formalized the QA process from scratch. Developed procedures for requirements review, test planning, TCM, and signoff, resulting in >50% reductions in defects per release
- Contributed to the expansion of our ecommerce footprint, achieving platinum/top 5 publisher status with all major affiliate networks (CJ, Linkshare, GAN, Pepperjam)
- Drove process improvements to reduce client implementation lead times by over 50%
- These activities helped drive:
 - 250% YoY revenue growth
 - Company profitability one quarter ahead of schedule (Q2 2011)
 - Exceeded profitability goals every month since Jan 2011

Todd M. Tetreault

Todd M. Tetreault

Cambridge Interactive Development Corp, Cambridge, MA: July 2006 to February 2010

A division of Gigamedia Ltd. (NASDAQ: GIGM). CIDC provides leading localized software and global marketing solutions in sixteen languages for the internet gambling and gaming space (approximately \$140 million in annual revenues)

December 2007 – February 2010: Director of Product Management

Responsibilities

- Reporting to the VP of Development: hire, train and manage a group of five product managers for the definition, execution and support of all software, platform and integration projects
- Maintain consolidated product roadmap for all product verticals and support groups
- Drive requirements lifecycle and approval process for development/deployment of 10-15 software releases per month
- Provide regular input to executive team on product strategy

Accomplishments

- Introduced a Product Roadmap discipline, providing significant improvements to predictability and decision support
- Led definition next generation Everest Gaming platform, which improved cross-selling between key products by 200%
- Re-designed project prioritization process, introducing ROI methodology to improve utilization of development/QA cycles
- Successfully grew the product management group from one to seven members over twelve months
- Introduced/developed User Interface Design and Usability Testing disciplines to ground product decisions

July 2006 – December 2007: Sr. Product Manager

Responsibilities

Reporting to VP of Product: manage the definition and execution of strategic software projects.

- Led build/buy decisions on technologies for key business processes
- Developed and maintained functional requirements documents (and other artifacts in the SDLC)
- Provided project management and oversight during the product design, development and testing phases
- Represented products at trade shows to drive adoption and gather feedback for improvement

Accomplishments

- Led definition and execution of a new Affiliate Marketing Platform. Awarded 'Affiliate Program of the Year' for 2009 by Casino Affiliate Programs (key trade group). Platform drove over 30% of new customer acquisition.

Hansen Quality, Milford, MA: January 2005 to July 2006: Vice President, Collateral Valuation Insurance

A leading provider in property valuation, risk assessment and portfolio review services to the mortgage industry, and a division of Fidelity National Information Services (NYSE: FIS) (approx. \$80 million in annual revenues).

Responsibilities

- Reporting to COO: managed product development, pricing, profitability, customer integrations, operations and client service for the Collateral Valuation Insurance (CVI) product line, approximately \$20 million in annual revenues
- Represented product to rating agencies and secondary mortgage market investors to foster acceptance

Accomplishments

- Engineered advanced transaction-sensitive processing model, increasing product utilization by 60%
- Led requirements and integration of Wachovia Mortgage, a breakthrough in product acceptance by Fannie Mae

Market Intelligence/LSI, Milford, MA: October 2000 to January 2005

A national provider of real-estate evaluation solutions, and a division of Fidelity National Financial (NYSE: FNF). The company provided services to over two hundred clients in the mortgage lending and servicing spaces.

Apr 2002 – Jan 2005: Director of Client Care

Sep 2001 – March 2002: Client Services Team Leader

Oct 2000 – Sep 2001: Client Service Advocate

EDUCATION/CERTIFICATIONS:

B.A., Classics: College of the Holy Cross, Worcester, MA

Todd M. Tetreault

CSPO: Certified SCRUM Product Owner