



Foxborough Regional Charter School

Board Meeting

Amended on April 25, 2022 at 11:12 AM EDT

Date and Time

Wednesday April 27, 2022 at 6:15 PM EDT

Location

Foxborough Regional Charter School
Dr Ralph Edwards Conference Room
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. Roll Call Attendance		Susanna Girard	

	Purpose	Presenter	Time
B. Call the Meeting to Order		Kathleen Crawford	

II. Board of Trustees Business

A. Board Business	Vote	Kathleen Crawford	
<ul style="list-style-type: none"> • Executive Director candidate pool/search • Appointing a trustee and establishing the reporting cadence for him/her to meet with Annie and Heidi • Establishing a rotation of trustees for Wednesday SLT meetings between now and the end of the school year • Committee Assignment for Trustees & District Administration/ Senior Leadership Team 			

III. Committees

A. Finance Committee	Vote	Matthew Yezukevich	
<ul style="list-style-type: none"> • RFP Executive Leader Search Firm • FY23 Budget Discussion • Employee Health Insurance FY23 • Stipends for Deputy Director of Teaching & Learning (Interim), Co-Executive Director Enrollment, Compliance & communication (interim) and Co-Executive Director Teaching & Learning (Interim) 			

IV. Privilege of the Floor

V. Closing Items

A. Approval of Minutes: 14MAR2022	Vote	Susanna Girard	
B. Approval of Minutes: 23MAR2022	Vote	Susanna Girard	
C. Approval of Minutes: 31MAR2022	Vote	Susanna Girard	
D. Approval of Minutes: 05APR2022	Vote	Susanna Girard	
E. Approval of Minutes: 08APR2022	Vote	Susanna Girard	
F. Approval of Minutes; 12APR2022	Vote	Susanna Girard	
G. Approval of Minutes: 15APR2022	Vote	Susanna Girard	
H. Vote to Adjourn	Vote	Kathleen Crawford	
I. Adjourn Meeting	Vote	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

Board Business

Section: II. Board of Trustees Business

Item: A. Board Business

Purpose: Vote

Submitted by:

Related Material:

DRAFT_ Deputy Director of Teaching & Learning (Interim).docx

DRAFT_ Co-Executive Director_ Enrollment, Compliance & Communication
(Interim).docx

DRAFT_ Co-Executive Director_ Teaching & Learning (Interim).docx

Deputy Director of Teaching & Learning (Interim)

District Overview:

One of the exciting aspects of Foxborough Regional Charter School is we celebrate our diversity. Drawing 1,700 students from our large geographic region, we blend students and families from various backgrounds, ethnicities, and experiences into one vibrant school community. Our families speak over 20 languages and live in more than 20 sending districts. With diversity as one of our greatest strengths, it drives positive student learning and life at our school.

Job Summary:

Reporting directly to the Executive Director, as a member of the Senior Leadership Team, the Deputy Director's role is to lead, supervise and manage a powerful, coherent, and innovative K-12 instructional program. The Deputy Director will work to ensure students' access to a high-quality, equitable, data-driven learning environment that will provide them with the confidence to succeed academically. The leader in this role will provide vision and leadership for innovation and improvement in standards-aligned instruction and assessments in the district, will support educators in cultivating a high level of learning for all students, and will ensure that all services are implemented within federal, state, and local regulations. The Deputy Director will have a razor sharp focus on equity and will work to eliminate disparities in achievement and ensure college and career readiness for all students. The Deputy Director will spearhead the strategic implementation of curriculum, instruction, assessment, school improvement / accountability, the provision of services of English language learners and special education students across the district.

Responsibilities:

- Set a clear vision and goals for the Teaching and Learning division to increase academic achievement and provide support for all students.
- Continual assessment of the effectiveness of the division and effectively prioritize, plan and implement improvements, as needed.
- Hire, Manage & Evaluate the Building Principals, Director of Student Services on these key metrics:
 - Implementing of a set of consistent, research-based, K-12 instructional practices to be implemented at FRCS
 - Creating a set of metrics designed to provide regular, real-time data on student growth and achievement
 - Developing an effective professional development program
 - Implementing the core competencies that teachers need to deliver high quality curriculum and instruction.
 - Developing & Assessing the effectiveness and efficiency of professional development plans.
 - Managing their own teams and departments effectively, including developing skills such as delivering critical feedback effectively, facilitating difficult conversations well, and setting and monitoring ambitious team goals;

- Addressing matters of equity, race, and bias in decision-making with clarity and confidence. Demonstrating cultural proficiency, sensitivity, and equity to ensure students' needs are met.
- Developing Principals and Managers to hire a diverse and qualified workforce
- Develop and manage the instructional budget
- Oversee the Mentoring and Induction Program for the district.
- Work closely with the Director of School Climate and Culture to ensure that these departments are aligned and supporting each other's work.

General Expectations:

- Manage oneself by being organized, prepared, and punctual
- Manage resources, meet deadlines, follow through on commitments
- Act in ways that directly support the mission and vision of FRCS
- Learn and grow as a professional
- Use clear verbal and written communication and active listening skills
- Develop and maintain rapport and effective relationships with young children and adults contacted in carrying out duties and responsibilities by using courtesy, diplomacy, collaboration, cooperation and professional conduct

Supervisory Responsibility:

- Director of Student Services
- Elementary School Principal
- Middle School Principal
- High School Principal
- 2 Instructional Coaches
- District Data Manager

Required Qualifications:

- Education - Master's Degree
- Data-driven analytical thinker
- Experience successfully developing and and manage budgets
- High level of attention to detail
- Current authorization to work in the United States - Candidates must have such authorization by their first day of employment.

Preferred Qualifications:

- Education - Doctorate Degree
- Hold a Massachusetts Teaching License in Superintendent/Assistant Superintendent (All Levels)
- Previous experience coaching school leaders to manage their own teams and departments effectively
- Experience working in an urban school district

Additional Requirements:

Candidates are subject to background checks including, CORI clearance, and fingerprinting

Co-Executive Director/Enrollment, Compliance & Communication (Interim)

District Overview:

One of the exciting aspects of Foxborough Regional Charter School District is that we celebrate our diversity. Drawing 1,700 students from our large geographic region, we blend students and families from various backgrounds, ethnicities, and experiences into one vibrant school community across our three schools: Elementary (K-4), Middle (5-8) and High School (9-12).. Our families speak over 20 languages and live in more than 20 sending districts.

Job Summary:

The Interim Executive Director / Teaching & Learning will provide leadership, oversight, and direction to the FRCS community. S/he will prepare the School for a change in leadership, and create a transition plan that will lead to success for the incoming Executive Director. The Interim Executive Director should have the ability, skills, and experience to quickly assume leadership of the School and build productive relationships with FRCS Board of Trustees, students, staff, community, leadership team, consultants, and other key stakeholders and partners, as well as help the school develop its mission and vision and continue key strategic initiatives. The Interim Executive Director will be responsible to the Board of Trustees for the recruitment and employment of all personnel, for the development of curriculum, administrative rules, regulations and procedures to implement the educational program within the framework of all state and federal laws. Additionally s/he will be responsible for some aspects of the outreach/enrollment, communications and compliance work in the District.

Job Responsibilities:

Direct Reports (with co-leader):

- Transportation Director
- Operations Manager
- Director of Operations (vacant)
- Interim Deputy Director of Teaching & Learning/Professional Learning
- Director of Culture & Climate
- Director of Finance
- Director of Human Resources

Financial (with co-leader):

- Review and manage a school budget that reflects fiscally responsible decisions for the district, while seeking to advance the goals for the schools.
- Oversee allocation of financial resources, align vision and resources, and formulate priorities.
- Oversee the creation, implementation, and execution of spending plans for federal grants.
- Ensure the school is maximizing all public revenue sources

Operational (with co-leader):

- Oversees compliance to all state and federal regulations
- Execute faithfulness to the District Charter and oversee the Charter Renewal Process
- Exercises power to develop procedures and instructions as may be necessary to implement board policies and advance the work of the organization
- Direct the operations and activities of administrators; see that they effectively guide and coordinate the operations and activities of the educational system; secure their assistance in formulating internal objectives, plans and programs; evaluate their job performance; and stand ready at all times to render them advice and support.
- Oversees short and long-term maintenance plans for the district campus, school buildings and grounds, including all capital and infrastructure projects within the district
- Oversee the creation, implementation, and fidelity to all personnel policies and practices.
- Ensure adherence to the administration of policies that ensure excellence in operation and management of the district.
- Oversee Operations Budget, Spending and Procurement
- Update Schools Health & Safety Policies

- Oversee Transportation Department
- Hiring/Evaluation for all Facilities, Technology, Food Service, and Transportation Staff

Academic (with co-leader):

- Serve as the educational leader of the school district.
- Ensure that the mission and goals of the school district are adequately reflected in its educational program
- Evaluate curricula, teaching methods, and programs to determine their effectiveness, efficiency and utilization and to ensure that school activities comply with federal and state laws and regulations and Board policy or directives, and implement changes as appropriate.
- Oversee academic programs, such as those to evaluate student academic achievement.
- Ensure completion of student assessments in accordance with Board policy and state and federal laws and regulations. Initiate program changes in light of such assessments.
- Ensure that the mission and goals of the school district are adequately reflected in its educational program

Communication (with co-leader):

- Develops, coordinates, and implements the communication strategy for the district
- Effectively communicates the vision and mission of the school district to all stakeholders
- Establishes and maintains a program of public relations to keep the public informed of the accomplishments, activities and needs of the schools and the district
- Maintains relationship with Mass Charter School Association

Enrollment/Outreach, Communications & Compliance:

- Direct Reports:
 - Director of Outreach
- Main point of contact to all external partners, including Charter Association
- Submit all State Reports related to Enrollment & Civil Rights
- Develop the structures and communication for the Senior Leadership Team
- Oversee all family outreach, enrollment, lottery tasks
- Board Committee Rep
- Primary liaison to the Board of Trustees

Strategic Initiatives:

- Implementing a strategy for how data driven decision making can best inform effective curriculum and instructional practices
- Knowledge of current research and trends in the areas of Social Emotional Learning. Provides leadership in these areas as appropriate to the District's needs. Assists building and district leaders in identifying, planning, and implementing a coordinated SEL program for the district.
- Overseeing and evaluating the district's Accelerated Roadmap as it pertains to closing the opportunity and achievement gaps.
- Developing a Diversity Equity and Inclusion plan for the district that builds a culture of trust , understanding and respect for differences

Co-Supervises:

- Chief of Staff
- Deputy Director
- Director of Finance
- Director of Operations
- Director of School Climate and Culture

Critical Competencies:

- Manage oneself by being organized, prepared, and punctual
- Manage resources, meet deadlines, follow through on commitments
- Act in ways that directly support the mission and vision of FRCS
- Use clear verbal and written communication and active listening skills

- Develop and maintain rapport and effective relationships with children and adults contacted in carrying out duties and responsibilities by using courtesy, diplomacy, collaboration, cooperation and professional conduct
- Contribute to the goals and success of all teams and team members through collaboration, cooperation, and flexibility in team discussions, activities, and decision-making
- Maintain high ethical standards, legal responsibility, and confidentiality

Qualifications- Required:

1. Education: Hold a Master's degree.
2. Completed at least 3 years of experience as an education administrator in a K-12 setting
3. Experience working in an urban school district
4. Current authorization to work in the United States - Candidates must have such authorization by their first day of employment.

Qualifications- Preferred:

1. Education: Doctorate Degree preferred.
2. Hold a Massachusetts Teaching License in School Superintendent

Additional Requirements:

Candidates are subject to background checks including, CORI clearance, and fingerprinting

Interim Executive Director/Teaching & Learning (Interim)

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Job Responsibilities:

Direct Reports (with co-leader):

- Transportation Director
- Operations Manager
- Director of Operations (vacant)
- Interim Deputy Director of Teaching & Learning/Professional Learning
- Director of Culture & Climate
- Director of Finance
- Director of Human Resources

Financial (with co-leader):

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- Oversee the creation, implementation, and execution of spending plans for federal grants.
- Ensure the school is maximizing all public revenue sources

Operational (with co-leader):

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- Ensure adherence to the administration of policies that ensure excellence in operation and management of the district.
- Oversee Operations Budget, Spending and Procurement

- Update Schools Health & Safety Policies
- Oversee Transportation Department
- Hiring/Evaluation for all Facilities, Technology, Food Service, and Transportation Staff

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- Maintains relationship with Mass Charter School Association

Teaching & Learning:

- Direct Reports:
 - Administrative Assistant
- Main point of contact to School Resource Officers
- Submit all State Reports to DESE related to Teaching & Learning and Student Behavior
- Oversee the remainder of ESSER spending and grant amendments
- Direct support to Middle School
 - Developing 22-23 School Schedule
 - Completing 21-22 observations and evaluations of staff
- Development and oversight of the Afterschool Academy and Summer School Programming
- Board Committee Rep

Strategic Initiatives:

- Implementing a strategy for how data driven decision making can best inform effective curriculum and instructional practices
- Knowledge of current research and trends in the areas of Social Emotional Learning. Provides leadership in these areas as appropriate to the District's needs. Assists building and district leaders in identifying, planning, and implementing a coordinated SEL program for the district.
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2. Hold a Massachusetts Teaching License in School Superintendent

Additional Requirements:

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Coversheet

Finance Committee

Section: III. Committees
Item: A. Finance Committee
Purpose: Vote
Submitted by:
Related Material: 0722 Medical Renewal Comparison v2 - FRCS.xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

0722 Medical Renewal Comparison v2 - FRCS.xlsx