



Foxborough Regional Charter School

Session 1

Published on September 9, 2022 at 1:30 PM EDT

Date and Time

Tuesday September 13, 2022 at 6:15 PM EDT

Location

Foxborough Regional Charter School

MS Media Center

131 Central Street

Foxborough, MA 02035

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:15 PM
A. Attendance		Susanna Girard	
B. Call the Meeting to Order		Kathleen Crawford	
II. Leadership Report			6:15 PM
A. Special Topic	Discuss	Heidi Berkowitz	60 m
HR Knowledge report out on Listening Sessions			
B. Personnel Update	Discuss	Heidi Berkowitz	15 m
III. Policy Review			7:30 PM
A. First Reading of New/Changing Policies	Discuss		5 m
• Staff Recruitment & Retention Committee Scope			

	Purpose	Presenter	Time
B. Second Reading of New/Changing Policies	Vote	Susanna Girard	15 m

- Attendance Policy
- Finance Committee Scope
- Student Recruitment & Retention Committee Scope

IV. Board Business **7:50 PM**

A. Executive Leader Search	Vote	Matthew Yezukevich	10 m
B. Updated Organization Planning	Vote	Kathleen Crawford	15 m

V. Closing Items **8:15 PM**

A. Privilege of the Floor	FYI	Kathleen Crawford
B. Vote to Adjourn	Vote	Kathleen Crawford

Enter into executive session to discuss strategy in preparation for negotiations with non-union personnel and conduct contract negotiations with non-union personnel. To return to open session thereafter.

C. 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

First Reading of New/Changing Policies

Section: III. Policy Review
Item: A. First Reading of New/Changing Policies
Purpose: Discuss
Submitted by:
Related Material: Scope Staff Recruit and Retain Committee .docx

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 is commissioned by and accountable to the Board of Trustees. The primary responsibility is to ensure Foxborough Regional Charter School (FRCS) adheres to policies at FRCS and seeks to recruit and retain existing staff.

Responsibilities

- 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.

- 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

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

Coversheet

Second Reading of New/Changing Policies

Section: III. Policy Review
Item: B. Second Reading of New/Changing Policies
Purpose: Vote
Submitted by:
Related Material: Scope Finance Committee .docx
Scope Student Recruit and Retain Committee .docx

FOXBOROUGH REGIONAL CHARTER SCHOOL

SCOPE OF THE FINANCE 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 finance committee is commissioned by and responsible to the Board of Trustees. It has the responsibility for working with the Executive Director and Director of Finance to create the upcoming fiscal year budget that ensures that Foxborough Regional Charter School is operating in a financially sustainable manner by balancing the district's short-term and long-term obligations and goals; presenting budget recommendations to the Board; monitoring implementation of the approved budget on a regular basis and recommending proposed budget revisions; recommending to the Board appropriate policies for the management of the charter district's assets.

Responsibilities

- Prepare an annual budget for the organization in collaboration with the Executive Director and Director of Finance
- Maintain a five-year plan and review it with the board of trustees annually.
- Arrange for an annual audit to be provided to the Board of Trustees.
- Provide oversight of the procurement process.
- Review monthly financial statements and variances from budget and recommend action to the Board as appropriate.
- Create specific, measurable board-level goals for the year as part of the full board planning process.
- Develop and implement a board-level training program and reporting package to ensure that all trustees (especially those without a financial background) can be effective stewards of the organization's financial resources.

FOXBOROUGH REGIONAL CHARTER SCHOOL

SCOPE OF THE FINANCE COMMITTEE

- Review and recommend adequate financial policies to ensure the school district has adequate internal controls to safeguard assets
- Ensure the School has adequate controls in place to ensure compliance with bond agencies as well as State/Federal compliance requirements

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.

Investment Policy

Review/Support Operational Activities

- Annual Audit

Composition:

- The Treasurer of the Board of Trustees will serve as the finance committee chair and appointments shall be made at least annually in accordance with the FRCS Bylaws. Any other Trustee on the Committee will act as a Vice-Chair.
- 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

FOXBOROUGH REGIONAL CHARTER SCHOOL

SCOPE OF THE STUDENT 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 three times during the school year. Primary meetings will be on the third Tuesday of October, January, and April. The Committee reserves the right to change the days and months of the meetings as needed.
- The committee shall call additional meetings as needed.

Purpose & Responsibilities

The Student Recruitment & Retention Committee is commissioned by and accountable to the Board of Trustees. The primary responsibility is to ensure Foxborough Regional Charter School (FRCS) adheres to policies that align with the communities' profile and ensure programming is aligned with the community profile at FRCS.

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.

- Appropriate Internet Use Policy for Foxborough Regional Charter School – Students (Shred with the Facility committee)
- Bullying Prevention and Intervention Policy (Shared with Staff Recruitment & Retentions Committee)
- Code of Conduct
- Concussion Policy
- Dress Code Policy
- Enrollment Policy
- Field Trip Policy
- Hazing Policy
- Harassment Policy (Shared with Staff Recruitment & Retentions Committee)
- Married or Pregnant Students
- Physical Restraint
- Section 504 Policy & Procedures
- Student Attendance
- Student Handbook
- Technology Use (Shared with Staff Recruitment & Retentions and facilities committees)
- Wellness
- Students who Cheat (Shared with Staff Recruitment & Retentions Committee)

FOXBOROUGH REGIONAL CHARTER SCHOOL

SCOPE OF THE STUDENT RECRUITMENT & RETENTION COMMITTEE

- Student Withdrawal from School - Drop-Outs (Shared with Staff Recruitment & Retentions Committee)
- Smoking and Tobacco Use Policy (Shared with Staff Recruitment & Retentions Committee)
- Transportation Procedure Drop Off/Pick Up of Enrolled Students

Review/Support Operational Activities

- Open House
- New Family calls
- Personal Exit interview calls
- Review demographics of our enrollment
- Review demographics on our code of conduct events
- Annual enrollment plan
- School Calendar

Responsibilities

- 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 in a manner determined by 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

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.
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