



# Foxborough Regional Charter School

## Kickoff Meeting - Staff Recruitment and Retention

Published on November 15, 2022 at 3:23 PM EST

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### Date and Time

Tuesday November 15, 2022 at 6:00 PM EST

### Location

This is an Online meeting; conference link and agenda will be posted shortly.

### 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](#). To request to speak at a meeting, please complete the following [google form](#) before the start of the meeting.

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:00 PM</b>
<b>A.</b> Record Attendance		Todd Tetreault	
<b>B.</b> Call the Meeting to Order		Todd Tetreault	
<b>C.</b> Privilege of the Floor		Todd Tetreault	15 m

	Purpose	Presenter	Time
<b>II. Committee Business</b>			<b>6:15 PM</b>
A. Introductions	FYI	Todd Tetreault	10 m
B. Review Committee scope, structure and norms	Discuss	Todd Tetreault	15 m
<ul style="list-style-type: none"> <li>• Meeting norms</li> <li>• Confidentiality</li> <li>• Governance &amp; Oversight vs. Management and Operations</li> <li>• Review scope document</li> </ul>			
C. Actions	Discuss	Todd Tetreault	25 m
<ul style="list-style-type: none"> <li>• Design actions to support committee goals</li> <li>• Propose standing agenda items</li> <li>• Set next meeting date</li> </ul>			
<b>III. Policy</b>			<b>7:05 PM</b>
A. 1st Reading	Discuss	Todd Tetreault	
B. 2nd Reading	Vote	Todd Tetreault	
<b>IV. Closing Items</b>			
A. Approval of Minutes	Vote	Todd Tetreault	
Nothing this month			
B. Adjourn Meeting	Vote		

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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

## Review Committee scope, structure and norms

**Section:** II. Committee Business  
**Item:** B. Review Committee scope, structure and norms  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Scope\_Staff\_Recruit\_and\_Retain\_Committee\_(1).docx

# FOXBOROUGH REGIONAL CHARTER SCHOOL

## SCOPE OF THE STAFF RECRUITMENT & RETENTION COMMITTEE

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**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 appropriate and measurable goals in place for 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. exit interviews, pulse checks, surveys, structured listening sessions. The output of these assessments will be regularly reviewed by the Committee. All such data shared with the committee will be anonymized and/or summarized to protect privacy.
- 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 consult 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

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### **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 - Dropouts (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