Foxborough Regional Charter School

Monthly Board of Trustees Meeting

Februrary 2023

Published on February 10, 2023 at 4:02 PM EST

Date and Time

Tuesday February 14, 2023 at 6:15 PM EST

Location

Edwards Conference Room

Online info:
Join Zoom Meeting
https://us02web.zoom.us/j/84868241391?pwd=YXN0a0hkdlR0RFpHRlRYNGpYZW05dz09
Meeting ID: 848 6824 1391
Passcode: 787860

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.

Agenda

	Purpose	Presenter	Time
I. Opening Items			**6:15 PM**
A. Attendance		Todd Tetreault	1 m
B. Call the Meeting to Order		Kathleen Crawford	1 m
C. Privilege of the Floor		Kathleen Crawford	15 m
II. Leadership Report			**6:32 PM**
A. Leadership Report	Discuss	Eddie Ingram	5 m

• Shared Values Update
• Key Dates Calendar Recommendation
• FY24 Enrollment Recommendation

	Purpose	Presenter	Time
B. Personnel Update	Discuss	Mallory St Brice	5 m

• New Hire Survey
• Staffbeat Pulse Survey
• Vacancies by Building
• HR Board Dashborad

	Purpose	Presenter	Time
C. Enrollment Update	FYI	Heidi Berkowitz	5 m
III. Board Business			**6:47 PM**
A. Administrative / Housekeeping Items	Discuss	Todd Tetreault	5 m

• Board Clerk Position Update

	Purpose	Presenter	Time
B. Board Training - Document any training Board Members Attended this month	Discuss	Todd Tetreault	3 m
C. Executive Director Search	Vote	Anissia Vixamar	10 m

	Purpose	Presenter	Time
D. Dashboards/Reporting Discussion	Discuss	Matthew Yezukevich	10 m

Discussion regarding improved dashboards/metrics the board may request on a recurring basis (e.g. the regular HR update).

IV. Community Group Updates   7:15 PM

	Purpose	Presenter	Time
A. Advisory Groups	FYI	Heidi Berkowitz	3 m
B. English Language Parent Advisory Committee (ELPAC)	FYI	Heidi Berkowitz	1 m
C. Special Education Parent Advisory Committee (SEPAC)	FYI	Heidi Berkowitz	1 m
D. Partners in Education (PIE)	FYI	Heidi Berkowitz	1 m

V. Policy Review   7:21 PM

	Purpose	Presenter	Time
A. First Reading	Discuss	Todd Tetreault	
B. Second Reading	Vote	Todd Tetreault	

VI. Committees   7:21 PM

	Purpose	Presenter	Time
A. Finance	Discuss	Matthew Yezukevich	5 m

- General Committee Update (Yezukevich)
- Current Budget Trends (Calvert)

	Purpose	Presenter	Time
B. Facilities	Discuss	Badawi Dweik	10 m

- General Committee Update (Dweik)
- Project Updates (Michelot)

	Purpose	Presenter	Time
C. Governance	Discuss	Kathleen Crawford	5 m

- General Committee Update (Crawford)
- Board Clerk Position (Berkowitz)

	Purpose	Presenter	Time
D. Diversity, Equity, & Inclusion	Discuss	Anissia Vixamar	3 m

• General Committee Update (Vixamar)

	Purpose	Presenter	Time
E. Appeals	Discuss	Kathleen Crawford	

   • General Committee Update (Crawford)

	Purpose	Presenter	Time
F. Staff Recruitment & Retention	Discuss	Todd Tetreault	

• General Committee Update (Tetreault)

	Purpose	Presenter	Time
G. Student Recruitment & Retention	Discuss	Kathleen Crawford	

General Committee Update (TBD)

VII. Closing Items			**7:44 PM**
A. Approval of Minutes	Vote	Todd Tetreault	30 m

   • 10 January 2023

*Note, minutes are in draft form; links will only work for the public once minutes are approved and published.

	Purpose	Presenter	Time
B. Adjourn Meeting	Vote	Kathleen Crawford	1 m

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

Leadership Report

Section: II. Leadership Report
Item: A. Leadership Report
Purpose: Discuss
Submitted by:
Related Material: Next Steps - February 14 2023 Leadership Report.docx
Summary of Group Shared Values Lists - Final.pdf
2023 - 2024 Key Dates Calendar - USUAL START (003).docx
FY24 Enrollment Recommendation.docx

Shared-Values Work
Next Steps

Timeframe	Action Steps
February-March 2023	Groups from SIP Assigned to write clarifying statements of the Values. Values shared with staff and active practice of the values begins Work groups begin drafting a revised vision and mission.
March 2023 – on-going	Saturday Breakfast events scheduled with parents in service areas to share our values and start asking parents what skills they believe we should be held responsible for teaching our children. We will ask the same questions of our Trustees.
March 2023	Suggested professional development with the Board of Trustees to revisit shared values and develop written protocols for how they conduct their work.
April – May 2023	Present draft of revised mission and vision to the BOT for input, review and consensus.
April - May 2023	Working with parent groups, SIP, and students, begin drafting the "work and life" skills.
May – June 2023	Finalize revised vision and mission; present "work and life skills" in preparation for the kickoff of the 2023-2024 school year.

*Notes

1. *Strategic Planning for Academics and All Operations are based on shared values.*

2. *We are actively practicing and promoting the shared values now at the Leadership Level, connecting each decision to our values.*

3. *We will continue to encourage all staff to hold ourselves accountable to these agreed upon values.*

4. *Organizational Culture emanates from the practice of these values. Revisit at least annually to add or to amend the shared values as stated.*

Shared Values -Group Comparison

District Improvement Team November 29, 2022	Board of Trustees December 1, 2022	Leadership Team December 9, 2022
Growth	Diversity	Achievement/Effectiveness/Success
Honesty/Integrity	Empathy	Communication
Open Mindedness	Equity	Discipline
Respect	Honesty/Integrity	Diversity
Teamwork	Innovation/Curiosity	Honesty/Integrity
Transparency	Respect	Innovation
Trust	Transparent Communication	Open Mindedness

High School January 4, 2023	Elementary School January 11, 2023	Middle School January 18, 2023
Communication	Accountability	Communication
Growth	Communication	Diversity
Health/ Security	Equity/Diversity	Equity
Honesty / Integrity	Growth/Innovation	Growth
Respect	Honesty / Integrity	Honesty/Integrity
Teamwork	Respect	Respect
	Teamwork	Teamwork

Parent Group February 2, 2023	District Group February 1, 2023
Achievement /Success	Diversity
Discipline	Honesty / Integrity
Harmony	Open Mindedness
Honesty/Integrity	Respect
Respect	Teamwork
Teamwork	Trust
Trust	

2023-2024 School Year
Schedule of Key Dates and Holidays

July 4, 2023	Independence Day
August 23-24, 2023	New Hire Orientation
August 28, 2023 – September 1, 2023	Faculty and Staff Orientation
September 4, 2023	Labor Day (No School)
September 5, 2023	First Day of School for Grades K, 1, 5, 9
September 6, 2023	Grades K-12 Report to School
October 9, 2023	Indigenous Peoples' Day (No School)
October 6, 2023	½ Day, ½ PD Day
November 10, 2023	Veteran's Day (No School)
November 22-24, 2023	Thanksgiving Break
December 22, 2023	½ Day Before December Vacation
December 25- January 1, 2024	December Vacation Week
January 2, 2024	Return from December Vacation
January 15, 2024	Martin Luther King Jr. Day (No School)
January 12, 2024	½ Day, ½ PD Day
February 19-23, 2024	February Vacation Week
March 15, 2024	½ Day, ½ PD Day
March 29, 2024	Good Friday
April 15-29, 2024	April Vacation Week
May 10, 2024	½ Day, ½ PD Day
May 27, 2024	Memorial Day
June 14, 2024	Last Day of School (½ Day)
June 19, 2024	Juneteenth (No School)
June 24, 2024	Last Day of School (½ Day; 5 Snow Days)

Foxborough Regional
Charter School

FY24 Enrollment Recommendation

Grade	Current FY22 Enrollment	Recommended FY23 Enrollment	Enrollment Goal Summer 2023
Kindergarten	147	150	155
Grade 1	145	150	155
Grade 2	149	150	155
Grade 3	145	150	155
Grade 4	146	150	155
Grade 5	122	130	140
Grade 6	125	130	140
Grade 7	100	130	140
Grade 8	110	130	140
Grade 9	105	120	125
Grade 10	95	100	100
Grade 11	88	90	90
Grade 12	86	80	80
Total	1563	1660	1730

- Pre-Enrollment Report Submitted to DESE   1675   (Due to DESE March 15)
- Enrollment Goal   1660
- Budget Number   1600

Coversheet

Personnel Update

Section: II. Leadership Report
Item: B. Personnel Update
Purpose: Discuss
Submitted by:
Related Material: FY23_ New Hire Survey Summary.pdf
                      FY23_ Staffbeat Pulse Summary Results-1.24.23.pdf
                      FY23_Vacancies by building 2.7.23.pdf
                      HR Board Dashboard- 2.7.23.pdf

December 2022 HR new hire survey results

Foxborough Regional Charter School

Scores are from 1 to 6 where 6 is great and 1 is not so great*

Overall response rate was low at 26%

A minimum of 30% is "good"; 50% or more is "excellent".

Majority of respondents were hired after orientation "O" week.

Positive (keep doing)

Offer-to-hire process
5

The job-offer-to-hire process and navigating TalentEd and onboarding documents was smooth.

Initial HR onboarding & orientation
5

HR staff responsive to questions and needs. Received adequate information on policies, procedures, benefits, etc.

General onboarding+
5

Managers were present and supportive, most staff felt they have the tools they need to do their jobs well.

General Workplace
5

Positive job satisfaction/job meets expectations, understanding of what is expected in the role, connection to mission/purpose.

We could do better...

Onboarding

- More **consistency** providing written onboarding steps & plans across teams & **clear sense of what to expect on first day and week**

- Orientation & training for new hires after August Orientation Week including **tour, intro to colleagues, systems overviews**

- Access to systems and procedures training (Harper's, School Brains, hanbooks, etc.) and resources

- **Classroom & behavior management** training and support especially for new teachers

- More **realistic job previews** and job transparency

- **ALL new staff must feel welcomed** and that we are ready for them on their first day

"When first starting it was difficult to know who to speak to about what."

"Having to figure everything out for myself."

"We kind of throw people into positions…"

93% felt welcomed overall, but not all.

*Data presented is the mode of responses for grouped categories using a likert scale.

+pass/fail rating where yes is given a score of 5 and no a score of 1. The mode is reported.

What's Next: Reviewing our protocols

Collect additional **feedback from hiring managers**, leadership team and staff to inform next steps.

Collaborate with Ops Team, Teaching and Learning Team, and hiring managers to identify steps for **streamlining and strengthening onboarding.**

Building capacity on HR team to provide **more dedicated support to hiring managers** including facilitating **onboarding** for new staff.

December 2022
HR new hire
survey results

Foxborough Regional
Charter School

Open-ended responses

What is the biggest challenge you've faced so far, if any?

"Staffing issues have impacted teacher's ability to plan and grow as educators when being pulled to cover classes. Lack of curriculum materials for some departments."

"Not having all the tools do to the job successfully."

What do you wish you knew before starting your job?

"I wish I knew that certain things were not already in place, and or currently being worked towards."

"How hard it would be."

What should we consider changing about the orientation process to improve a new hire's experience?

"...make sure that new staff who is onboarded after a scheduled orientation, still have orientation and tour the school buildings."

"how to navigate school brains, Harpers, etc..."

Are there any topics you feel would be beneficial for new staff to hear about during their orientation and onboarding?

"A full list of resources and logins that they can/will use on the daily [school brains, [handbooks], employee forward]

Staffbeat
FRCS staff pulse survey

Foxborough Regional
Charter School

Purpose

Purpose: Measure the connection employees have toward their work, team, and district, and examine the factors that influence it. Establish a baseline for engagement and measure changes over time.

Achieved a 43% response rate for inaugural pulse survey in January.

Asked **5 questions about leadership** and leadership accountability, **6** questions about **workplace experience** based on a few indicators for retention, and **1 net promoter question plus 2 follow up open ended**:
- We wanted to learn if staff noticed any changes since the listening sessions in September, and leadership's efforts to listen and apply feedback in general.
- We wanted to gauge confidence in leadership.
- We wanted to get a pulse on workplace happiness, job satisfaction, and contributing factors. Are staff being recognized for a job well done? Do they get feedback that motivates them and indicates what success looks like? Do they feel that they are learning and growing?
- Are staff connected to the mission of the work and feel a sense of accomplishment?
- We wanted to learn if staff would recommend FRCS to people in their network (eNPS score)- a key indicator of confidence and engagement.

Staffbeat
FRCS staff pulse survey

Foxborough Regional Charter School

"Although I have seen change since the listening session- I do believe there is a lot of work that still needs to be done. Communication is still lacking and there are still so many questions."

Leadership & Accountability

<50% satisfaction

I noticed one or more positive changes as a result of Zoom listening sessions w/ HRK in September 2022. — **N/A=27%**

Our senior leaders are visible and reasonably accessible to employees.

I trust our current executive leadership team to lead the organization to future success.

I feel that the executive leadership team strives to keep me informed about what is happening in the district.

I had a positive experience participating in one of the Shared Values workshops held in the district. — **N/A=34%**

0%   25%   50%   75%   100%

Strongly Disagree   Disagree   Agree   Strongly Agree

January 2023

Staffbeat
FRCS staff pulse survey

Foxborough Regional Charter School

"I see a lot of people working hard and great teachers and members of admin and leadership but it is almost like it's not enough..."

Workplace Satisfaction

> 50% satisfaction

I feel like there are multiple opportunities at FRCS for me to offer my voice and inform the direction of the district.

My work gives me a sense of accomplishment.

My job gives me a chance to learn and grow.

In the last seven days, I have received meaningful recognition or praise for doing good work.

I have received constructive feedback from my supervisor in the last two weeks.
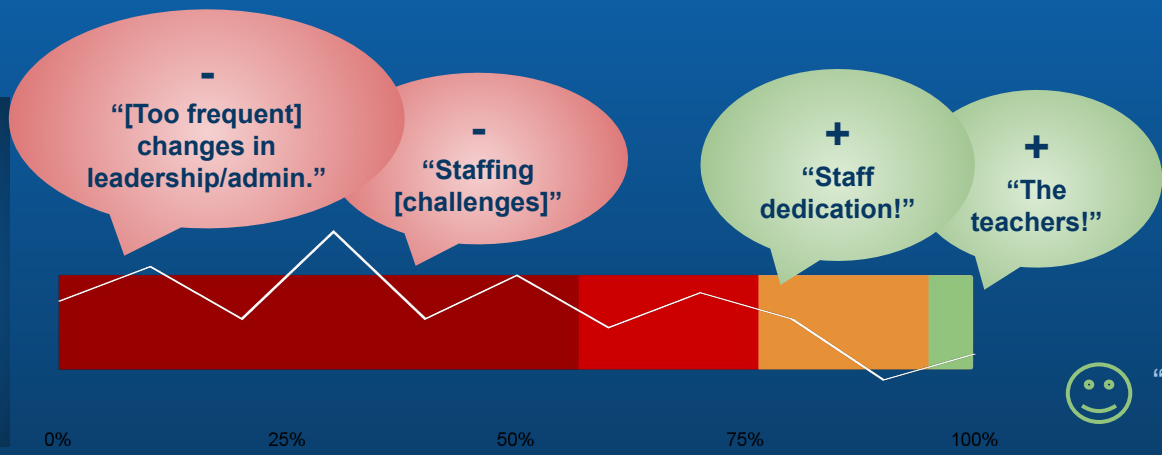
I am happy at work.

0%   25%   50%   75%   100%

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Strongly Disagree   Disagree   Agree   Strongly Agree

Staffbeat
FRCS staff pulse survey

Foxborough Regional Charter School

eNPS- Employee Net Promoter Score

On a scale of 0 to 10, how likely are you to recommend FRCS to a friend, family member, or other contacts?

-
"[Too frequent] changes in leadership/admin."

-
"Staffing [challenges]"

+
"Staff dedication!"

+
"The teachers!"

0%   25%   50%   75%   100%

eNPS= -72%

"Promoters"
9-10 rating

"Passives"
7-8 rating

"Detractors"
0-6 rating

eNPS of +50% or more is ideal.

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Staffbeat
FRCS staff pulse survey

Foxborough Regional Charter School

Overall there has been a lot of recent change in leadership administration and staffing. This has created uncertainty, inconsistency, concerns and questions about vision for the future, and feelings of instability.

Reasons for eNPS Rating
(Summary)

- Feelings of a need for more accountability from leaders; admit when mistakes occur, challenges, and doing so openly and honestly
- Student behavior and accountability support; need a plan w/ positive reinforcement
- Staff not feeling equipped to support students emotionally or academically
- Leadership changes and need for more stability; too many recent changes
- Staff wanting to be heard more
- Pay equity, retirement benefits
- Low staff morale; also negativity impacting colleagues
- Staff want to feel more supported
- Staff and student safety (psychological and physical)
- Fair and equitable schedules and workload distribution for teaching staff
- Higher expectations
- Policies and procedures and adequate resources to do the job
- More leadership visibility and role/job transparency
- Evaluations that help teachers grow as educators
- Staffing

"I think FRCS is in a time of change, and I am hopeful that the values driven work we're taking on will address these changes that need to happen and help to create a more positive culture."

Staffbeat FRCS staff pulse survey

Foxborough Regional Charter School

What's Next?

These are just a handful of additional steps we anticipate in response:

- This report will be shared with the Board of Trustees on 2/14/23

- One or more focus groups to discover, clarify, and record themes regarding employee perception of and reaction to critical areas identified. For example: defining communication (methods, content, preferences, questions), staffing, defining support, shared values and mission/vision work…

  - This provides a one-off opportunity for staff to provide verbal feedback without having to commit to a weekly or monthly committee

  - TBD once building leadership is consulted

  - This will be beneficial data for the incoming executive director as much as current leadership

- Continue shared values work throughout district and in the larger FRCS community. Increase frequency of communications about this work and details about the process and end goals.

- There will be a follow up Staffbeat survey in February (much shorter with 2-5 questions)

Staffbeat FRCS staff pulse survey

Foxborough Regional Charter School

APPENDIX: Survey Background

Summary:
- We have a response rate of 43%; Over 100 respondents
- Used a likert scale of 1-4 with no neutral option.
- We can assume that respondents includes senior leadership such as principals and members of executive leadership since all were invited to respond. Responses are 100% anonymous and we do not know who responded and who said what.
- We asked 14 questions:
    - First set of questions were about leadership and leadership accountability
    - The remaining questions were about current workplace experience
    - The final questions were about setting a baseline for the key indicator of employee engagement and satisfaction- the eNPS- Employee Net Promoter Score

Questions asked and why (research-based engagement questions):

Leadership and Accountability

We needed a pulse on how recents changes in leadership has impacted confidence in leadership and staff perceptions. How is leadership's effort making a difference? Is the difference even measurable yet? Should leadership challenge its perceptions and understanding of what is seen as valuable to staff and staff definitions of what is means to listen, be visible, and what good communication looks like?

Staffbeat
FRCS staff pulse survey

Foxborough Regional
Charter School

APPENDIX: Survey Background

Questions asked and why (research-based engagement questions), *continued*:

Sense of accomplishment.

This tests our current mission (the core) and whether it is still attractive to current staff and potential staff. Even with all of the issues we are facing. Most staff can feel a sense of accomplishment by doing the best with what they have each day. But it does not mean we cannot do better by them, with them, and for them.

My job gives me a chance to learn and grow.

When most employees feel like they are learning and growing, they work harder and more efficiently.

In the last seven days, I have received meaningful recognition or praise for doing good work.
I have received constructive feedback from my supervisor in the last two weeks.

Workplace recognition motivates, provides a sense of accomplishment and makes employees feel valued for the work they do. Recognition also sends a message to other employees about what success looks like.

But, we need to further understand what "meaningful" recognition means to *all* employees.

Staffbeat FRCS staff pulse survey

Foxborough Regional Charter School

APPENDIX: Summary Analysis

- Overall, confidence in current leadership is very weak among respondents. Recent turnover in leadership and feelings of poor communication is a common reason for this. Many that participated in listening sessions in September do not report seeing one or more changes as a result of these sessions.

- The responses also tell us that any and all efforts that have been initiated as a result of the listening sessions are not known by many, and/or the efforts may be lacking. The work of the District Improvement Committee, formed as a result of the learning sessions, can be helpful here.

- Currently leadership provides weekly update emails, monthly HR newsletter, and each building provides their own weekly updates. There is a need to explore what *good communication* from leadership and visibility looks like *for staff*.

- On the plus side, the shared values workshops were highly rated for those that participated. 34% of respondents had not yet participated in a shared values workshop as these were still in progress at the time of the survey. People are hungry for a new vision, or any vision. There is an opportunity to clarify and communicate the plan, purpose, and long-term vision for the shared values work in itself as we moved forward.

- There is valid concern that the shared values work or any current efforts among leadership will lose traction or change again (or end) when a new executive director is hired.

- People are ready for new and stable leadership (executive director and filling other leadership vacancies)

- Respondents are still energized by the mission of serving students but are experiencing major morale issues and day-to-day challenges that require more or different support from their managers, senior/executive leadership, and perhaps peers.

Foxborough Regional Charter School- Active Position Vacancies by Building and Grade- as of 2.7.23

Department/Function	Location/Building	Position Type	Posted or Reposted	Status
Executive	*District/BOT*	Part Time Administrative Clerk to Board of Trustees (FY22-23)	2023-01-08	Active
Culture & Climate Team- District Office	District	SEL, Behavioral and Mental Health Grant Assessment/Screener Coordinator	2023-02-07	Pending
Culture & Climate Team- District Office	District	Substitute School Nurse, K-12 District [SY22-23]	2023-01-12	Active
Enrollment & Outreach Team - District Office	*District*	Admissions Specialist	2023-01-19	Active
Human Resources Team	District	District Wide K-12 Substitute Teachers Pool [SY22-23] (ongoing)	2023-01-10	Active
Operations Team - District Office	District	Food Service Assistant Pool [SY22-23] (ongoing)	2022-12-12	Active
Pupil Services - District Office	District	Director of Special Education, District [SY2223]	2023-01-10	Active
Culture & Climate Team- District Office	Elementary School	Paraprofessional, BRYT Program, Elementary K-4 [SY22-23]	2022-12-31	Active
Elementary School	*Elementary School*	*Teacher, General Education, Elementary K-4, Grade 3 [SY22-23]*	2022-12-12	May be filled w/ LTS*
Elementary School	Elementary School	Clinician, BRYT Program, Elementary K-4 [SY22-23]	2022-12-12	Active
Elementary School	Elementary School	Paraprofessional, Substantially Separate Classroom, Elementary K-4 [SY22-23	2023-01-08	Active
Elementary School	*Elementary School*	*Long-Term Substitute Teacher, General Education, Elementary K-4 [SY2223]*	2023-01-08	Active
Elementary School	Elementary School	Integrated Arts Teacher (PE & Art) K-4 [SY22-23]	2023-01-09	Active
Pupil Services - District Office	Elementary School	Teacher, English as a Second Language (ESL), Elementary K-4 [SY22-23]	2022-12-31	Active
Pupil Services - District Office	Elementary School	Special Education Teacher, Substantially Separate Classroom, Elementary K-4 [SY22-23]	2022-12-31	Active
Pupil Services - District Office	Elementary School	Paraprofessional, Special Education, Elementary K-4 [SY22-23]	2022-12-12	Active
Teaching & Learning - District Office	Elementary School	Principal, Elementary K-4 [SY22-23]	2022-12-12	Active
Culture & Climate Team- District Office	High School	Adjustment Counselor, High School 9-12 [SY22-23]	2022-12-12	Active
Culture & Climate Team- District Office	Middle School	Guidance Counselor, Middle School 5-8, {SY22-23]	2023-01-12	Active
Middle School	Middle School	School Based Building Substitute Teacher, Middle School 5-8 [SY22-23]	2023-01-12	Active
Middle School	Middle School	Teacher, English Language Arts, Middle School 5-8 [SY22-23]	2022-12-12	Active
Middle School	Middle School	Adjustment Counselor, Middle School, 5-8 [SY22-23]	2023-02-07	Pending
Middle School	Middle School	Behavior Interventionist, Middle School, 5-8 [SY22-23]	2023-20-01	Active
Pupil Services - District Office	Middle School	Teacher, Special Education (Inclusion), Middle School 5-8 [SY22-32]	2023-01-10	Active
Teaching & Learning - District Office	Middle School/High School	Instructional Coach, Middle/High School 5-12 [SY2223]	2022-12-15	Active
TOTAL				
	District K-12	6		
	Elementary	9		
	Middle School	6		
	High School	1		
	TOTAL	**22**		

HR Dashboard- Staffing & Recruitment
2/7/2023

Mallory St. Brice, SHRM-CP
Director of Human Resources

Foxborough Regional
Charter School
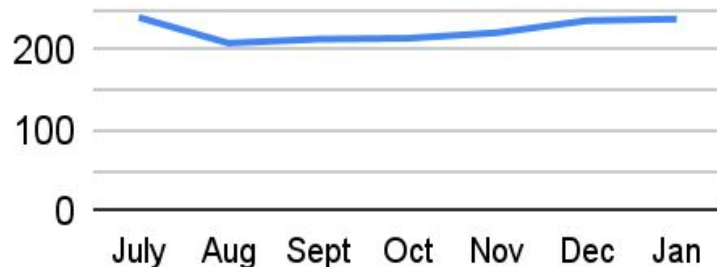
Head Count

238 *

As of 2/7/23
based on most recent payroll period.
Includes 27 per diem subs on roster, mostly w/ limited and seasonal availability.

Head Count

Monthly Ending Head Count SY223-23

Employee Separations | Avg. Tenure **2.8 Yrs** *

*Includes outlier staff with 15+ years.

Period	Q1	Q4	
Terminations			
Voluntary	2	14	
Involuntary/RIF	**NA**	**NA**	
Upcoming Voluntary	1		
Turnover Rate to Date	0.85%	6.5%	

56.4%
Annualized Turnover Rate (Jan '22-Jan'23)

Mainly due to mass separations in August. Does not include per diem subs in headcount

Absences Rate ⬇
(Employee Engagement Indicator)

3.1% as of *2/7/23*

Current Vacancies

22 ⬇

District K-12	6
Elementary	9
Middle School	6
High School	1
TOTAL	**22**

Additional vacancy details attached.

Absence Trend September-January

Absences Count by Month
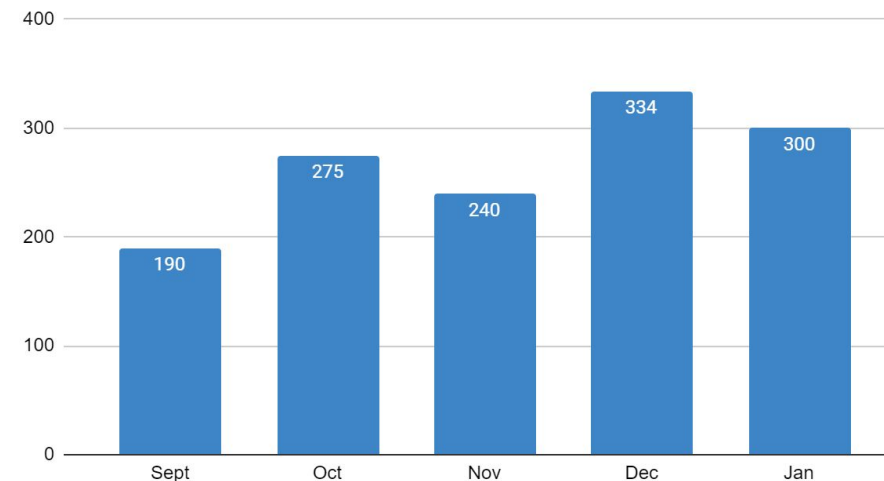
Includes sick and personal days

Recent Hires ➕
5

since last update on 1/5/23, status as of 2/7/23

- **1** HR Talent Acquisition Specialist, District
- **1** HR Substitute Coordinator, District
- **1** District Food Service Assistant, District
- **1** Instructional Technology Manager, District
- **1** ES General Education Teacher, K-4 (Grade 4)

Also note some internal shifts to fill core vacancies:

- **1** Nurse sub hired to FT ES Nurse
- **1** Per diem sub hired to FT MS Building Sub & LTS Sub
- **1** Per diem sub hired to FT Paraprofessional
- **1** ES Paraprofessional hired to ES Spanish Teacher

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Coversheet

Enrollment Update

Section: II. Leadership Report
Item: C. Enrollment Update
Purpose: FYI
Submitted by:
Related Material: Board Update 2-9-23 Enrollment Applications for SY 23.pdf
                       Board Update - Enrollment Status 2-9-23.pdf

Enrollment Applications for SY 23-24
Applications as of 2/9/22

Applicants by Grade:

K	198
1	52
2	36
3	44
4	48
5	35
6	47
7	40
8	39
9	48
Total	**587 Applications**

Siblings:

92 applicants have noted that they should be processed through the lottery with sibling status. This information will need to be confirmed.

Applicants by Town:
The 5 communities with the most applicants

Brockton	209
Attleboro	63
Taunton*	41
Stoughton	38
Foxborough	38

Out of district community

Dates to Remember:
Application Period Closes: **Friday, February 17, 2023**
Annual Enrollment Lottery: **Wednesday, March 1, 2023**

Enrollment Update – February 9, 2023

District Summary:

Grade	Enrollment Goal	Current Enrollment	Withdrawals to Date	Current Waitlist	
Kindergarten	145	146	26 Declinations, 4 WD	0	(9*)
Grade 1	145	145	21	25	(8*)
Grade 2	145	149	15	32	(4*)
Grade 3	145	146	19	19	(3*)
Grade 4	145	146	18	21	(7*)
Grade 5	130	122	28	25	(4*)
Grade 6	130	125	30	0	(9*)
Grade 7	130	100	40	56	(4*)
Grade 8	130	109	28	0	(5*)
Grade 9	130	105	42	0	(6*)
Grade 10	109	95	18	0	
Grade 11	94	88	10	0	
Grade 12	77	86	1	0	
Total	1655	1562	300	178	(59*)

* Students on WL reside in at-cap communities and cannot be offered a seat at this time.
The deadline to make offers for the 22-23 SY is Wednesday, February 15, 2023.

Withdrawal by Town

Town	Withdrawals
Attleboro	59
North Attleboro	36
Brockton	46
Foxborough	31
Mansfield	18
Norton	16

Coversheet

Special Education Parent Advisory Committee (SEPAC)

Section: IV. Community Group Updates
Item: C. Special Education Parent Advisory Committee (SEPAC)
Purpose: FYI
Submitted by:
Related Material: SEPAC February 2, 2023 Agenda.pdf

FRCS-SEPAC
COMMITTEE
AGENDA

Date: 2/2/2023

Time: 7pm   Place: Zoom

   I.   CALL TO ORDER

  II.   ORGANIZATIONAL MATTERS

III.   APPROVAL OF MINUTES

IV.   OLD BUSINESS
Presentation Cynthia Moore, Pres. Of Special Needs Advocacy Network moved to March meeting

  V.   NEW BUSINESS OR DISCUSSION (Limited to 15 min)
        a.   Presentation by Tom Alessi: Investment Advisor Representative from The Moody Street Group.

VI.   ADJOURNMENT

Coversheet

Finance

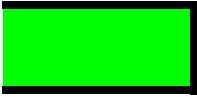**Section:**   VI. Committees
Item: A. Finance
Purpose: Discuss
Submitted by:
Related Material: Jan 2023 Budget to Actual Summary with chart.pdf
                      Jan. 2023 Budget to Actual Comparative.pdf
                      Jan. 2023 Balance Sheet Summary.pdf
                      Jan. 2023 Budget to Actual Summary.pdf

Financial Report - Budget to Actual (Summary)
January 31, 2023

	Budget	Actual	Budget - Actual
REVENUES			
Per Pupil Tuition	27,462,500.00	16,282,437.00	(11,180,063.00)
Federal Grants/Reimbursements	1,202,382.00	414,448.30	(787,933.70)
State Grants/Reimbursements	0.00	20.00	20.00
Other Grant Revenues	0.00	3,000.00	3,000.00
Food Service Program	521,000.00	311,384.63	(209,615.37)
Extended Day Program	0.00	0.00	0.00
Transportation Program	901,072.00	573,420.16	(327,651.84)
Building Rental Revenue	60,000.00	41,250.00	(18,750.00)
Other Revenues	75,500.00	71,549.61	(3,950.39)
Total Revenues	**30,222,454.00**	**17,697,509.70**	**(12,524,944.30)**
EXPENSES			
Personnel			
Administration & Finance	1,462,446.00	644,775.30	817,670.70
Teaching & Learning	12,112,517.00	4,985,296.10	7,127,220.90
Student Activities	2,217,710.00	778,458.79	1,439,251.21
Operations	821,363.00	448,224.92	373,138.08
Grants	689,315.00	184,592.64	504,722.36
Subtotal Personnel	**17,303,351.00**	**7,041,347.75**	**10,262,003.25**
Operating Costs			
Administration & Finance	814,715.00	417,143.58	397,571.42
Teaching & Learning	762,878.00	145,492.63	617,385.37
Student Activities	2,798,457.00	1,588,147.85	1,210,309.15
Operations	2,093,130.00	1,218,335.91	874,794.09
Employee Benefits	2,592,646.00	1,136,562.69	1,456,083.31
Grants	443,067.00	200,075.90	242,991.10
Subtotal Operating Costs	**9,504,893.00**	**4,705,758.56**	**4,799,134.44**
Total Expenses	**26,808,244.00**	**11,747,106.31**	**15,061,137.69**
NET BUDGET FROM OPERATIONS	**3,414,210.00**	**5,950,403.39**	**2,536,193.39**
Capital Outlay	890,000.00	563,619.90	326,380.10
Debt Service	2,477,216.00	650,989.92	1,826,226.08
Depreciation	0.00	1,400,018.50	(1,400,018.50)

Board Capital Reserve	0.00	0.00	0.00
NET BUDGET RESERVED	**46,994.00**	**3,335,775.07**	**3,288,781.07**

% of Budget

(59.29)
(34.47)
0.00
0.00
(59.77)
0.00
(63.64)
(68.75)
(94.77)
(58.56)

Personnel Expenses

644,775.30
184,592.64
448,224.92
778,458.79
4,985,296.10

44.09
41.16
35.10
54.57
26.78
40.69

51.20
19.07
56.75
58.21
43.84
45.16
49.51
43.82

(174.28)

63.33

26.28

0.00

Operating Costs

417,143.58
145,492.63
200,075.90
1,588,147.85
1,218,335.91
1,136,562.69

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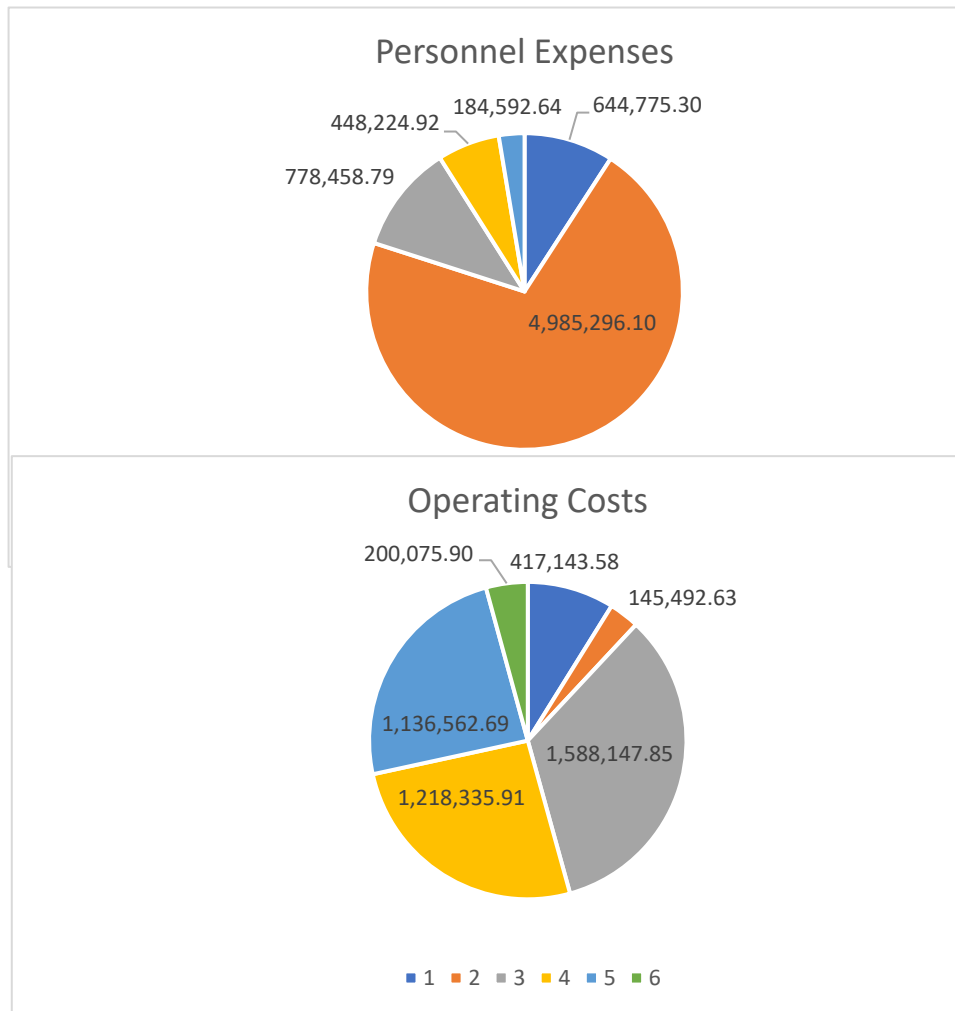
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(7,098.30)
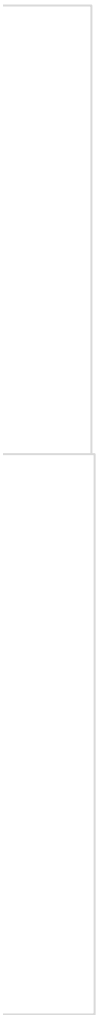
Financial Report - Budget to Actual (Comparative Summary)

Foxborough Regional Charter School
For 1/31/2023

Run: 2/09/2023 at 9:11 AM   Page: 1

	Budget FY2023	YTD Actual 1/31/23	Current Year Budget - Actual	Current Year % of Budget	Budget FY2022	YTD Actual 1/31/22	Prior Year Budget - Actual	Prior Year % of Budget
REVENUES								
Per Pupil Tuition	27,462,500.00	16,282,437.00	(11,180,063.00)	(59.29)	24,790,000.00	15,450,403.00	(9,339,597.00)	(62.33)
Federal Grants/Reimbursements	1,202,382.00	414,448.30	(787,933.70)	(34.47)	3,673,321.00	1,417,424.27	(2,255,896.73)	(38.59)
State Grants/Reimbursements	0.00	20.00	20.00	0.00	0.00	0.00	0.00	0.00
Other Grant Revenues	0.00	3,000.00	3,000.00	0.00	0.00	0.00	0.00	0.00
Food Service Program	521,000.00	311,384.63	(209,615.37)	(59.77)	286,000.00	346,444.97	60,444.97	(121.13)
Extended Day Program	0.00	0.00	0.00	0.00	0.00	990.00	990.00	0.00
Transportation Program	901,072.00	573,420.16	(327,651.84)	(63.64)	861,750.00	615,201.88	(246,548.12)	(71.39)
Building Rental Revenue	60,000.00	41,250.00	(18,750.00)	(68.75)	69,615.00	18,000.00	(51,615.00)	(25.86)
Other Revenues	75,500.00	71,549.61	(3,950.39)	(94.77)	62,000.00	29,728.50	(32,271.50)	(47.95)
Total Revenues	**30,222,454.00**	**17,697,509.70**	**(12,524,944.30)**	**(58.56)**	**29,742,686.00**	**17,878,192.62**	**(11,864,493.38)**	**(60.11)**
EXPENSES								
Personnel								
Administration & Finance	1,462,446.00	644,775.30	817,670.70	44.09	1,024,223.00	544,281.85	479,941.15	53.14
Teaching & Learning	12,112,517.00	4,985,296.10	7,127,220.90	41.16	11,045,668.00	4,845,541.41	6,200,126.59	43.87
Student Activities	2,217,710.00	778,458.79	1,439,251.21	35.10	1,782,468.00	749,013.33	1,033,454.67	42.02
Operations	821,363.00	448,224.92	373,138.08	54.57	862,575.00	473,888.99	388,686.01	54.94
Grants	689,315.00	184,592.64	504,722.36	26.78	1,562,274.00	710,244.49	852,029.51	45.46
Subtotal Personnel	**17,303,351.00**	**7,041,347.75**	**10,262,003.25**	**40.69**	**16,277,208.00**	**7,322,970.07**	**8,954,237.93**	**44.99**
Operating Costs								
Administration & Finance	814,715.00	417,143.58	397,571.42	51.20	563,135.00	268,706.63	294,428.37	47.72
Teaching & Learning	762,878.00	145,492.63	617,385.37	19.07	441,800.00	118,627.50	323,172.50	26.85
Student Activities	2,798,457.00	1,588,147.85	1,210,309.15	56.75	2,393,565.00	1,199,259.64	1,194,305.36	50.10
Operations	2,093,130.00	1,218,335.91	874,794.09	58.21	2,015,320.00	1,272,593.56	742,726.44	63.15
Employee Benefits	2,592,646.00	1,136,562.69	1,456,083.31	43.84	2,360,500.00	1,098,742.64	1,261,757.36	46.55
Grants	443,067.00	200,075.90	242,991.10	45.16	2,088,847.00	1,111,607.58	977,239.42	53.22
Subtotal Operating Costs	**9,504,893.00**	**4,705,758.56**	**4,799,134.44**	**49.51**	**9,863,167.00**	**5,069,537.55**	**4,793,629.45**	**51.40**
Total Expenses	**26,808,244.00**	**11,747,106.31**	**15,061,137.69**	**43.82**	**26,140,375.00**	**12,392,507.62**	**13,747,867.38**	**47.41**
NET BUDGET FROM OPERATIONS	**3,414,210.00**	**5,950,403.39**	**2,536,193.39**	**(174.28)**	**3,602,311.00**	**5,485,685.00**	**1,883,374.00**	**(152.28)**
Capital Outlay	890,000.00	563,619.90	326,380.10	63.33	613,795.00	350,966.30	262,828.70	57.18
Debt Service	2,477,216.00	650,989.92	1,826,226.08	26.28	2,471,691.00	784,194.87	1,687,496.13	31.73
Depreciation	0.00	1,400,018.50	(1,400,018.50)	0.00	0.00	1,375,059.63	(1,375,059.63)	0.00
Board Capital Reserve	0.00	0.00	0.00	0.00	(9,000.00)	0.00	(9,000.00)	0.00
NET BUDGET RESERVED	**46,994.00**	**3,335,775.07**	**3,288,781.07**	**(7,098.30)**	**525,825.00**	**2,975,464.20**	**2,449,639.20**	**(565.87)**

Financial Report - Balance Sheet (Summary)
Foxborough Regional Charter School
For 1/31/2023

Run: 2/09/2023 at 9:15 AM

Page: 1

	1/31/2023	6/30/2022	Change
ASSETS			
Current Assets			
Cash - operations	15,824,817.78	11,849,679.53	3,975,138.25
Cash - debt service reserve	1,879,271.06	3,141,451.64	(1,262,180.58)
Accounts Receivable:			
Intergovernmental	0.00	1,151,260.78	(1,151,260.78)
Other	53,804.35	57,029.99	(3,225.64)
Prepaid Expenses	(797.88)	758.64	(1,556.52)
Total Current Assets	**17,757,095.31**	**16,200,180.58**	**1,556,914.73**
Capital Assets			
Right-Of-Use-Asset	334,525.00	334,525.00	0.00
Land/Building Improvements	47,556,557.39	47,556,557.39	0.00
Furniture, equipment and software	5,923,793.32	5,923,793.32	0.00
Less: accumulated depreciation and amortization	(17,772,390.14)	(16,372,371.64)	(1,400,018.50)
Total investment in capital assets	**36,042,485.57**	**37,442,504.07**	**(1,400,018.50)**
Loss on defeasance (2017 bonds)	3,541,114.47	3,541,114.47	0.00
TOTAL ASSETS	**57,340,695.35**	**57,183,799.12**	**156,896.23**
LIABILITIES AND NET ASSETS			
Accounts Payable	708,047.26	1,123,797.80	(415,750.54)
Accrued expenses	673,229.12	764,536.84	(91,307.72)
Accrued compensation	45,442.03	1,654,036.30	(1,608,594.27)
Bonds payable - US Bank	0.00	0.00	0.00
Deferred income	0.00	89,251.30	(89,251.30)
Lease Liability	187,018.22	214,076.00	(27,057.78)
Total current liabilities	**1,613,736.63**	**3,845,698.24**	**(2,231,961.61)**
BONDS PAYABLE 2017B	22,945,000.00	23,600,000.00	(655,000.00)
BOND PREMIUM 2017B	2,175,370.80	2,175,370.80	0.00
Total bonds payable	**25,120,370.80**	**25,775,370.80**	**(655,000.00)**
LOAN PAYABLE EASTERN BANK	3,664,405.14	3,953,770.15	(289,365.01)
Total loans payable (Eastern)	**3,664,405.14**	**3,953,770.15**	**(289,365.01)**
Total liabilities	**30,398,512.57**	**33,574,839.19**	**(3,176,326.62)**
Net Assets			
Investment in capital assets	0.00	0.00	0.00
Restricted - Board Capital	5,165,006.00	5,165,006.00	0.00
Unrestricted	18,443,953.93	14,057,036.52	4,386,917.41
Net income	3,333,222.85	4,386,917.41	(1,053,694.56)
Total net assets	**26,942,182.78**	**23,608,959.93**	**3,333,222.85**
TOTAL LIABILITIES AND NET ASSETS	**57,340,695.35**	**57,183,799.12**	**156,896.23**

Financial Report - Budget to Actual (Summary)
Foxborough Regional Charter School
For 1/31/2023

Run: 2/09/2023 at 9:12 AM   Page: 1

	Budget	Actual	Budget - Actual	% of Budget
REVENUES				
Per Pupil Tuition	27,462,500.00	16,282,437.00	(11,180,063.00)	(59.29)
Federal Grants/Reimbursements	1,202,382.00	414,448.30	(787,933.70)	(34.47)
State Grants/Reimbursements	0.00	20.00	20.00	0.00
Other Grant Revenues	0.00	3,000.00	3,000.00	0.00
Food Service Program	521,000.00	311,384.63	(209,615.37)	(59.77)
Extended Day Program	0.00	0.00	0.00	0.00
Transportation Program	901,072.00	573,420.16	(327,651.84)	(63.64)
Building Rental Revenue	60,000.00	41,250.00	(18,750.00)	(68.75)
Other Revenues	75,500.00	71,549.61	(3,950.39)	(94.77)
Total Revenues	**30,222,454.00**	**17,697,509.70**	**(12,524,944.30)**	**(58.56)**
EXPENSES				
Personnel				
Administration & Finance	1,462,446.00	644,775.30	817,670.70	44.09
Teaching & Learning	12,112,517.00	4,985,296.10	7,127,220.90	41.16
Student Activities	2,217,710.00	778,458.79	1,439,251.21	35.10
Operations	821,363.00	448,224.92	373,138.08	54.57
Grants	689,315.00	184,592.64	504,722.36	26.78
Subtotal Personnel	**17,303,351.00**	**7,041,347.75**	**10,262,003.25**	**40.69**
Operating Costs				
Administration & Finance	814,715.00	417,143.58	397,571.42	51.20
Teaching & Learning	762,878.00	145,492.63	617,385.37	19.07
Student Activities	2,798,457.00	1,588,147.85	1,210,309.15	56.75
Operations	2,093,130.00	1,218,335.91	874,794.09	58.21
Employee Benefits	2,592,646.00	1,136,562.69	1,456,083.31	43.84
Grants	443,067.00	200,075.90	242,991.10	45.16
Subtotal Operating Costs	**9,504,893.00**	**4,705,758.56**	**4,799,134.44**	**49.51**
Total Expenses	**26,808,244.00**	**11,747,106.31**	**15,061,137.69**	**43.82**
NET BUDGET FROM OPERATIONS	**3,414,210.00**	**5,950,403.39**	**2,536,193.39**	**(174.28)**
Capital Outlay	890,000.00	563,619.90	326,380.10	63.33
Debt Service	2,477,216.00	650,989.92	1,826,226.08	26.28
Depreciation	0.00	1,400,018.50	(1,400,018.50)	0.00
Board Capital Reserve	0.00	0.00	0.00	0.00
NET BUDGET RESERVED	**46,994.00**	**3,335,775.07**	**3,288,781.07**	**(7,098.30)**

Coversheet

Facilities

Section: VI. Committees
Item: B. Facilities
Purpose: Discuss
Submitted by:
Related Material: Operations_Department_Update Feb 14 2023.docx

Operations Department Update
February 14, 2023

- Synergy update: The Impact program/Policies will go to the Foxborough Police Department to be reviewed and then it will be printed and put into a digital format. Once that is done, a meeting will be set up with FRCS, Synergy and emergency personnel to review it together. The policies will come with recommended additions or omissions based on national best practices and Synergy can provide you a new version with the edits if they are approved.

- MS Roof: The request for OPM proposals closed January 26. We received 4 proposal packets. The packets were reviewed by the OPM committee which is comprised of members the Operations Department and the Executive Director. Interviews of the different firms will be held on February 9 & 10, with a final selection being made by the end of the day February 10th. Talks with the select firm will take place on February 13th and once we a completed drift agreement it will be presented to a joint facilities/finance committee.

Coversheet

Diversity, Equity, & Inclusion

Section: VI. Committees
Item: D. Diversity, Equity, & Inclusion
Purpose: Discuss
Submitted by:
Related Material: DEI Committee Update 10 Feb 2023.docx

Summary from Diversity, Equity & Inclusion Committee

Date: 10 Feb 2023

Date of last meeting: 02 Feb 2023

Next Meeting: 15 Feb 2023

Members: Anissia Vixamar, Dana Benton-Johnson, Kathleen Foley, Mallory St. Brice, Heidi Berkowitz, Eddie Ingram, Cathy Alix, Teresa Peavey, Justin Hester, Ebony McQueen, Tahir Husain, Malaz Abdelhadi

Policies Currently under review:

- N/A

General Update

- The team has paused the roll-out of the survey due to various concerns (i.e., staff awareness, support structure, technology, discrimination reporting process, etc.). The survey will now be conducted in a phased approach. Middle High School and High School rollouts will be two separate events.
- Pending newsletter article and opt-out form are ready (once roll-out dates are finalized).
- Timeline: TBD – pending completion of FRCS staff action items.

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