



Foxborough Regional Charter School

Monthly Board Meeting

June 13, 2023

Published on June 9, 2023 at 12:33 PM EDT

Amended on June 12, 2023 at 3:07 PM EDT

Date and Time

Tuesday June 13, 2023 at 6:15 PM EDT

Location

Edwards Conference Room

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	30 m
B. Personnel Update	Discuss	Mallory St Brice	5 m
		<ul style="list-style-type: none"> • Vacancies by Building • HR Board Dashboard 	
C. Enrollment Update	FYI	Heidi Berkowitz	5 m
		<ul style="list-style-type: none"> • Current Enrollment • Registration Update 	
III. Board Business			7:12 PM
A. Administrative / Housekeeping Items	Discuss	Todd Tetreault	5 m
		<ul style="list-style-type: none"> • 2022 Financial Disclosures 	
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
D. Review of Board Committees	Discuss	Todd Tetreault	10 m
		In an effort to ensure we are in alignment and up to date on our committee structure and activities, this is a request to:	
		<ul style="list-style-type: none"> • Have a discussion of the board on the status of committees • Confirm committee membership and roles 	

	Purpose	Presenter	Time
<ul style="list-style-type: none"> • Communication stakeholders to solicit membership 			
E. Board Planning Meeting	Discuss	Todd Tetreault	5 m
<p>Todd Tetreault requests a discussion of the board on annual planning. Goal is to elicit approaches to creating structure for longer-range planning.</p>			
IV. Community Group Updates			7:45 PM
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			7:51 PM
A. First Reading	Discuss	Todd Tetreault	
<ul style="list-style-type: none"> • Field trip policy - first reading 			
B. Second Reading	Vote	Todd Tetreault	
VI. Committees			7:51 PM
A. Finance	Discuss	Matthew Yezukevich	5 m
<ul style="list-style-type: none"> • General Committee Update (Yezukevich) • Current Budget Trends (Calvert) 			
B. Facilities	Discuss	Badawi Dweik	10 m
<ul style="list-style-type: none"> • General Committee Update (Dweik) • Project Updates (Michelot) 			
C. Governance	FYI	Kathleen Crawford	5 m

	Purpose	Presenter	Time
<ul style="list-style-type: none"> • General Committee Update (Crawford) • Staff Handbook • Board of Trustees BYLAWS • Board development (Martin) 			
D. Diversity, Equity, & Inclusion <ul style="list-style-type: none"> • General Committee Update (Vixamar) 	Discuss	Anissia Vixamar	3 m
E. Appeals <ul style="list-style-type: none"> • General Committee Update (Crawford) 	Discuss	Kathleen Crawford	
F. Staff Recruitment & Retention <ul style="list-style-type: none"> • General Committee Update (Tetreault) 	Discuss	Todd Tetreault	
G. Student Recruitment & Retention General Committee Update (TBD)	Discuss	Kathleen Crawford	
VII. Closing Items			8:14 PM
A. Approval of Minutes <ul style="list-style-type: none"> • 11 April 2023 <p>*Note, minutes are in draft form; links will only work for the public once minutes are approved and published.</p>	Vote	Todd Tetreault	30 m
B. Adjourn Meeting Adjourn to Executive session for strategy discussion with respect to collective bargaining, not returning to public session.	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

Personnel Update

Section: II. Leadership Report
Item: B. Personnel Update
Purpose: Discuss
Submitted by:
Related Material: Vacancy Report.pdf
HR Dashboard 6.8.23.pdf

**Recruitment and Staffing- Job Postings
and Vacancies**

6/8/2023

School Year 2022-24

Job Title	Location	Hiring Manager
District Sub Pool	HR	HR
Manager of Technology	OPS	Ops-Dist
Director of Student Services	PS-dist	PS - Dist
Food Service Assistant	OP	OP - Dist
Paraprofessional (Multiple positions)	ES/HS	PS - Dist
Substitute Nurse	Dist	C&C - Dist

School Year 2023-24

Job Title	Location	Hiring Manager
College Councilor	HS	HS
Teacher - Spanish	HS	HS
Teacher - 5th Grade Social Science	MS	MS
Special Education Teacher	MS	PS - Dist
Instructional Coach Reading Specialist	ES	ES
Teacher - Math (2)	HS	HS
School Adjustment Councilor	HS	HS
School Psychologist (5-12)		
English as a second Language	ES	PS - Dist
Elementary General Ed Teachers	ES	ES
Teacher Special Education MS	MS	PS - Dist
Instructional Coach	MS/HS	T&L - Dist
Spanish Teacher Grade 2	ES	ES
Computer Teachert	MS	MS
Computer Teacher	ES	ES

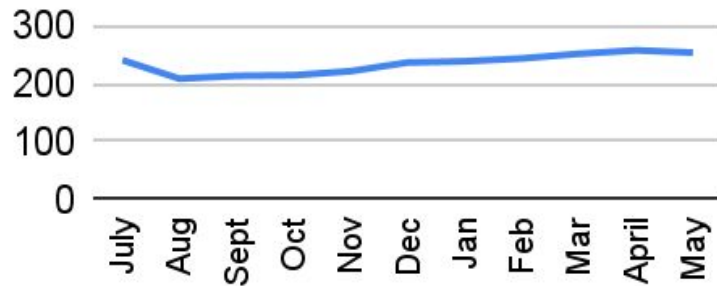
Head Count



253* ↓

*Based on most recent payroll period. Includes per diem sub pool.

Head Count



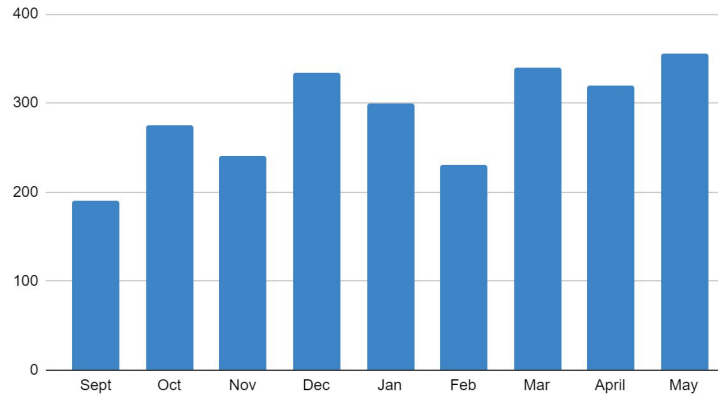
Monthly Ending Head Count SY22-23



Absences Trends

(Employee Engagement Indicator)

Absences Count by Month



Averaged approx. 11 absences per school day.

School Year Wrap-Up:

- ★ There were over 100 new hires for SY 23-24 to date (includes per diem sub pool and long-term, temporary subs)
- ★ There were 613+ application submissions since July 1, 2022
- ★ At least 10 internal moves, providing opportunities for growth current staff

Recent Hires

5

Since last update on 5/3/23; status as of 6/6/23

- 1 Food Service Assistant [SY22-23]
- 1 Teacher, English as a Second Language (ESL), Elementary K-4 [SY22-23]
- 1 Administrative Assistant, Elementary School Office
- 1 Adjustment Counselor, Middle School 5-8 [SY23-24]
- 1 Guidance Counselor, Middle School 5-8, {SY22-23}

Employee Separations |

Period	Apr-Jun	Jan-Mar '23	Oct-Dec	Jul-Sept '22	
Separations					+ Separations due to upcoming retirement, relocation or career change Voluntary count Q2-3 includes 2 of the same employees leaving in June,.
Voluntary	6	1	2	14	
Involuntary/RIF	NA	NA	NA	NA	
Voluntary Upcoming	4+	4+	2	1	
Turnover Rate to Date	1.18%	0.41%	0.89%	6.5%	

Coversheet

Enrollment Update

Section: II. Leadership Report
Item: C. Enrollment Update
Purpose: FYI
Submitted by:
Related Material: Enrollment Report 6-7-23.pdf



Enrollment Update June 2023

SY 23-24 Enrollment

Grade	Enrollment Goal	Roll Over from SY 22-23	Confirmed EOY WD's	Newly Enrolled	Total as of 6/5
Kindergarten	145	(141)*	-	141	141
Grade 1	145	145	2	15	158
Grade 2	145	142	1	13	154
Grade 3	145	145	1	8	152
Grade 4	145	145	1	18	162
Grade 5	130	141	1	13	153
Grade 6	130	120	3	15	132
Grade 7	130	123	0	11	134
Grade 8	110	104	1	7	110
Grade 9	105	107	8	20	118
Grade 10	105	101	3	0	98
Grade 11	94	94	2	0	91
Grade 12	88	88	0	0	88
Total	1622	1598	23	261	1690

* Roll Over for Kindergarten = Newly enrolled students.

**No new enrollments for Grades 10-12

SY 23-23 Waitlist

Grade	Students on Waitlist
Kindergarten	0
Grade 1	38
Grade 2	26
Grade 3	42
Grade 4	41
Grade 5	31
Grade 6	36
Grade 7	29
Grade 8	29
Grade 9	0
Total	227

Applicants for June 14th Lottery (As of 6/7)

Grade	# of Students	Sibling Applicants
Kindergarten	39	7
Grade 1	19	2
Grade 2	19	0
Grade 3	23	2
Grade 4	24	1
Grade 5	12	0
Grade 6	27	2
Grade 7	21	3
Grade 8	18	2
Grade 9	17	0
Total	223	19

Notes:

The second Enrollment Lottery for the 2023-2024 school year is happening on Wednesday, June 14, 2023. As you know, the application was re-opened on May 1st to boost the waitlist at every grade level, but especially in Kindergarten and Grade 9 where our waitlists are exhausted. Following this lottery, enrollment offers will be extended in late June. The registration window for those students is July 10th-18th.

The admissions team will monitor enrollment throughout the summer. Offers of enrollment will be extended and registration windows will be opened as seats become available.

Coversheet

Finance

Section: VI. Committees
Item: A. Finance
Purpose: Discuss
Submitted by:
Related Material: May 31 2023 Budget to Actual Summary (1).PDF
May 31 2023 Balance Sheet Summary.PDF
May 31 2023 Budget to Actual Comparative Summary.pdf

Financial Report - Budget to Actual (Summary)**Foxborough Regional Charter School****For 5/31/2023**

Run: 6/07/2023 at 11:14 AM

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	Budget	Actual	Budget - Actual	% of Budget
REVENUES				
Per Pupil Tuition	27,462,500.00	24,614,206.00	(2,848,294.00)	(89.63)
Federal Grants/Reimbursements	1,278,261.00	699,401.30	(578,859.70)	(54.72)
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	757,446.12	236,446.12	(145.38)
Extended Day Program	0.00	0.00	0.00	0.00
Transportation Program	901,072.00	635,144.31	(265,927.69)	(70.49)
Building Rental Revenue	60,000.00	57,250.00	(2,750.00)	(95.42)
Other Revenues	75,500.00	210,513.83	135,013.83	(278.83)
Total Revenues	30,298,333.00	26,976,981.56	(3,321,351.44)	(89.04)
EXPENSES				
Personnel				
Administration & Finance	1,327,446.00	1,071,525.10	255,920.90	80.72
Teaching & Learning	12,314,259.00	8,450,947.14	3,863,311.86	68.63
Student Activities	2,150,968.00	1,402,023.74	748,944.26	65.18
Operations	821,363.00	716,557.46	104,805.54	87.24
Grants	498,520.00	278,312.77	220,207.23	55.83
Subtotal Personnel	17,112,556.00	11,919,366.21	5,193,189.79	69.65
Operating Costs				
Administration & Finance	814,715.00	531,753.16	282,961.84	65.27
Teaching & Learning	762,878.00	250,755.83	512,122.17	32.87
Student Activities	2,798,457.00	2,738,566.68	59,890.32	97.86
Operations	2,093,130.00	1,898,775.91	194,354.09	90.71
Employee Benefits	2,592,646.00	1,836,349.50	756,296.50	70.83
Grants	709,741.00	506,132.46	203,608.54	71.31
Subtotal Operating Costs	9,771,567.00	7,762,333.54	2,009,233.46	79.44
Total Expenses	26,884,123.00	19,681,699.75	7,202,423.25	73.21
NET BUDGET FROM OPERATIONS	3,414,210.00	7,295,281.81	3,881,071.81	(213.67)
Capital Outlay	890,000.00	989,010.48	(99,010.48)	111.12
Debt Service	2,477,216.00	690,964.15	1,786,251.85	27.89
Depreciation	0.00	1,989,883.97	(1,989,883.97)	0.00
Board Capital Reserve	0.00	0.00	0.00	0.00
NET BUDGET RESERVED	46,994.00	3,625,423.21	3,578,429.21	(7,714.65)

Financial Report - Balance Sheet (Summary)**Foxborough Regional Charter School****For 5/31/2023**

Run: 6/07/2023 at 11:15 AM

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	5/31/2023	6/30/2022	Change
ASSETS			
Current Assets			
Cash - operations	15,663,979.50	11,849,679.53	3,814,299.97
Cash - debt service reserve	2,267,295.11	3,141,451.64	(874,156.53)
Accounts Receivable:			
Intergovernmental	0.00	1,151,260.78	(1,151,260.78)
Other	9,553.11	57,029.99	(47,476.88)
Prepaid Expenses	296.48	758.64	(462.16)
Total Current Assets	17,941,124.20	16,200,180.58	1,740,943.62
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
Construction in progress	68,358.73	0.00	68,358.73
Less: accumulated depreciation and amortization	(18,362,255.61)	(16,372,371.64)	(1,989,883.97)
Total investment in capital assets	35,520,978.83	37,442,504.07	(1,921,525.24)
Loss on defeasance (2017 bonds)	3,541,114.47	3,541,114.47	0.00
TOTAL ASSETS	57,003,217.50	57,183,799.12	(180,581.62)
LIABILITIES AND NET ASSETS			
Accounts Payable	835,978.26	1,123,797.80	(287,819.54)
Accrued expenses	126,382.78	764,536.84	(638,154.06)
Accrued compensation	50,674.40	1,654,036.30	(1,603,361.90)
Bonds payable - US Bank	0.00	0.00	0.00
Deferred income	0.00	89,251.30	(89,251.30)
Lease Liability	139,722.23	214,076.00	(74,353.77)
Total current liabilities	1,152,757.67	3,845,698.24	(2,692,940.57)
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	3,495,705.41	3,953,770.15	(458,064.74)
Total loans payable (Eastern)	3,495,705.41	3,953,770.15	(458,064.74)
Total liabilities	29,768,833.88	33,574,839.19	(3,806,005.31)
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	3,625,423.69	4,386,917.41	(761,493.72)
Total net assets	27,234,383.62	23,608,959.93	3,625,423.69
TOTAL LIABILITIES AND NET ASSETS	57,003,217.50	57,183,799.12	(180,581.62)

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

Run: 6/06/2023 @ 1:24 PM

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	<u>All</u> <u>Current Year</u>				<u>Prior Year</u>			
	<u>Budget</u> <u>FY2023</u>	<u>YTD Actual</u> <u>5/31/23</u>	<u>Budget -</u> <u>Actual</u>	<u>Current Year</u> <u>% of Budget</u>	<u>Budget</u> <u>FY2022</u>	<u>YTD Actual</u> <u>5/31/22</u>	<u>Budget -</u> <u>Actual</u>	<u>Prior Year</u> <u>% of Budget</u>
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVENUES								
Per Pupil Tuition	27,462,500.00	24,614,206.00	(2,848,294.00)	(89.63)	24,790,000.00	24,293,323.00	(496,677.00)	(98.00)
Federal Grants/Reimbursements	1,278,261.00	699,401.30	(578,859.70)	(54.72)	3,673,321.00	2,331,589.27	(1,341,731.73)	(63.47)
State Grants/Reimbursements	0.00	20.00	20.00	0.00	0.00	20.00	20.00	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	757,446.12	236,446.12	(145.38)	286,000.00	807,647.63	521,647.63	(282.39)
Extended Day Program	0.00	0.00	0.00	0.00	0.00	1,190.00	1,190.00	0.00
Transportation Program	901,072.00	635,144.31	(265,927.69)	(70.49)	861,750.00	616,824.71	(244,925.29)	(71.58)
Building Rental Revenue	60,000.00	57,250.00	(2,750.00)	(95.42)	69,615.00	43,000.00	(26,615.00)	(61.77)
Other Revenues	75,500.00	210,513.83	135,013.83	(278.83)	62,000.00	14,573.41	(47,426.59)	(23.51)
Total Revenues	30,298,333.00	26,976,981.56	(3,321,351.44)	(89.04)	29,742,686.00	28,108,168.02	(1,634,517.98)	(94.50)
EXPENSES								
Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administration & Finance	1,327,446.00	1,071,525.10	255,920.90	80.72	1,024,223.00	884,262.77	139,960.23	86.33
Teaching & Learning	12,314,259.00	8,450,947.14	3,863,311.86	68.63	11,045,668.00	8,347,268.83	2,698,399.17	75.57
Student Activities	2,150,968.00	1,402,023.74	748,944.26	65.18	1,782,468.00	1,326,354.71	456,113.29	74.41
Operations	821,363.00	716,557.46	104,805.54	87.24	862,575.00	739,163.60	123,411.40	85.69
Grants	498,520.00	278,312.77	220,207.23	55.83	1,562,274.00	1,177,638.96	384,635.04	75.38
Subtotal Personnel	<u>17,112,556.00</u>	<u>11,919,366.21</u>	<u>5,193,189.79</u>	<u>69.65</u>	<u>16,277,208.00</u>	<u>12,474,688.87</u>	<u>3,802,519.13</u>	<u>76.64</u>
Operating Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administration & Finance	814,715.00	531,048.11	283,666.89	65.18	563,135.00	391,673.87	171,461.13	69.55
Teaching & Learning	762,878.00	247,750.63	515,127.37	32.48	441,800.00	201,919.95	239,880.05	45.70
Student Activities	2,798,457.00	2,713,639.63	84,817.37	96.97	2,393,565.00	2,286,575.64	106,989.36	95.53
Operations	2,093,130.00	1,896,333.47	196,796.53	90.60	2,015,320.00	1,866,638.12	148,681.88	92.62
Employee Benefits	2,592,646.00	1,835,149.50	757,496.50	70.78	2,360,500.00	1,821,475.42	539,024.58	77.16
Grants	709,741.00	488,662.96	221,078.04	68.85	2,088,847.00	1,517,215.29	571,631.71	72.63
Subtotal Operating Costs	<u>9,771,567.00</u>	<u>7,712,584.30</u>	<u>2,058,982.70</u>	<u>78.93</u>	<u>9,863,167.00</u>	<u>8,085,498.29</u>	<u>1,777,668.71</u>	<u>81.98</u>
Total Expenses	26,884,123.00	19,631,950.51	7,252,172.49	73.02	26,140,375.00	20,560,187.16	5,580,187.84	78.65
NET BUDGET FROM OPERATIONS	3,414,210.00	7,345,031.05	3,930,821.05	(215.13)	3,602,311.00	7,547,980.86	3,945,669.86	(209.53)
Capital Outlay	890,000.00	963,408.76	(73,408.76)	108.25	613,795.00	522,866.10	90,928.90	85.19
Debt Service	2,477,216.00	690,964.15	1,786,251.85	27.89	2,471,691.00	829,667.34	1,642,023.66	33.57
Depreciation	0.00	1,989,883.97	(1,989,883.97)	0.00	0.00	2,154,698.45	(2,154,698.45)	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	3,700,774.17	3,653,780.17	(7,874.99)	525,825.00	4,040,748.97	3,514,923.97	(768.46)

Coversheet

Facilities

Section: VI. Committees
Item: B. Facilities
Purpose: Discuss
Submitted by:
Related Material: FY 23 Capital Update June 7 2023.xlsx
Operations_Department_Update_June 13 2023.docx

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](#):

FY 23 Capital Update June 7 2023.xlsx



Operations Department Update June 13, 2023

- **MS Roof:** The bid process is completed, and the GC and sub-contractors have been chosen. Tony Pina our OPM will be joining the board meeting to give an update to the trustees.
- **Food Service:** Our new food vendor for the 23-24 school year will be Genuine Foods.
- **Facilities:** No major summer projects are planned, but we have several little projects such as painting the hallways in the ES, classrooms and offices as needed, some security updates to classroom doors and grounds improvement
- **Capital Updates**
 - a. HVAC Improvement completed
 - b. ES flooring phase 3 completed
 - c. Building Security upgrades for FY23 completed
 - d. Other Interior improvements in process: upgrade water fountains in the ES and MS, office build out in the Grey house
 - e. Speed humps added, driveway expansion and fencing around the "Pit" and ES playground completed or in process
 - f. Benches and tables order for ES courtyard and new outdoor space near front entrance, work on a new multipurpose court is in process
 - g. Grounds equipment was purchased: Riding blower, lawn mower and Bobcat
 - h. Additional Chromebook and Surface Pros