



Foxborough Regional Charter School

Annual Board Meeting

Published on November 8, 2023 at 3:10 PM EST
Amended on November 13, 2023 at 2:13 PM EST

Date and Time

Tuesday November 14, 2023 at 6:00 PM EST

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			6:00 PM
A. Attendance		Kathleen Crawford	1 m
B. Call the Meeting to Order		Kathleen Crawford	1 m
C. Privilege of the Floor		Kathleen Crawford	5 m

	Purpose	Presenter	Time
II. Leadership Report			6:07 PM
A. A. Leadership Report	FYI	Eddie Ingram	10 m
B. Personnel Update	FYI	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"> • Enrollment Report 	
III. Board Business			6:27 PM
A. Annual Board Meeting	Vote	Kathleen Crawford	25 m
		<ul style="list-style-type: none"> • Renewal of Trustee Terms • Reminder of financial disclosure • Annual elections of officers • Annual Board Committee assignments • Annual Senior Leadership Committee assignments • Review and annual vote of the FRCS Bylaws • Annual receipt of Open Meeting Law materials (educational materials can be found here) • Annual Board self-assessment • Board CORI forms 	
B. Board Training - Document any training Board Members Attended this month	Discuss	Todd Tetreault	3 m
C. Executive Director Search	Discuss	Kathleen Crawford	10 m
		<ul style="list-style-type: none"> • Review Interim Executive Director leadership 	
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:	

	Purpose	Presenter	Time	
	<ul style="list-style-type: none"> • Have a discussion of the board on the status of committees • Confirm committee membership and roles • Communication stakeholders to solicit membership 			
E.	Board Planning Meeting	Discuss	Todd Tetreault	5 m
	Todd Tetreault requests a discussion of the board on annual planning. Goal is to elicit approaches to creating structure for longer-range planning.			
F.	Records Access Officer (RAO)	Vote	Kathleen Crawford	5 m
G.	Board Member	Vote	Kathleen Crawford	5 m
	<ul style="list-style-type: none"> • Acceptance of Mia Ortiz as Board member 			
IV.	Community Group Updates			7:30 PM
A.	Advisory Groups	FYI	Heidi Berkowitz	3 m
B.	English Language Parent Advisory Committee (ELPAC)	FYI	Heidi Berkowitz	3 m
C.	Special Education Parent Advisory Committee (SEPAC)	FYI	Heidi Berkowitz	3 m
D.	Family Engagement Alliance (FEA)	FYI	Heidi Berkowitz	10 m
	<ul style="list-style-type: none"> • Leadership transition update 			
E.	Academic Excellence	Discuss	Kathleen Crawford	10 m
	<ul style="list-style-type: none"> • Define scope of work 			
V.	Policy Review			7:59 PM
A.	First Reading	Discuss	Dana Benton-Johnson	5 m
	<ul style="list-style-type: none"> • Bullying intervention program 			

	Purpose	Presenter	Time
VI. Committees			8:04 PM
A. Finance and Facilities	Discuss	Matthew Yezukevich/Badawi Dweik	20 m
<ul style="list-style-type: none"> • General Committee Update (Yezukevich) • Current Budget Trends (Calvert) • Annual Facilities Plan Update (Dweik) • Project Updates (Michelot) 			
B. Governance	Discuss	Kathleen Crawford	10 m
<ul style="list-style-type: none"> • Board Planning and Guidance Update (Crawford) • FY24 Calendar 			
C. Diversity, Equity, & Inclusion	Discuss	Anissia Vixamar	3 m
<ul style="list-style-type: none"> • General Committee Update (Vixamar) • First Reading Diversity, Equity and Inclusion Scope 			
D. Appeals	Discuss	Kathleen Crawford	
<ul style="list-style-type: none"> • General Committee Update (Crawford) 			
VII. Closing Items			8:37 PM
A. Approval of Minutes	Vote	Todd Tetreault	5 m
<ul style="list-style-type: none"> • September 12 • September 21 • October 10, 2023 <p>*Note, minutes are in draft form; links will only work for the public once minutes are approved and published.</p>			
B. Adjourn to Executive Session	Vote	Kathleen Crawford	5 m
Adjourn to Executive Session for the purpose of discussing strategy with respect to non union personnel. It is not expected that the Board will return to open session.			

	Purpose	Presenter	Time
C. 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

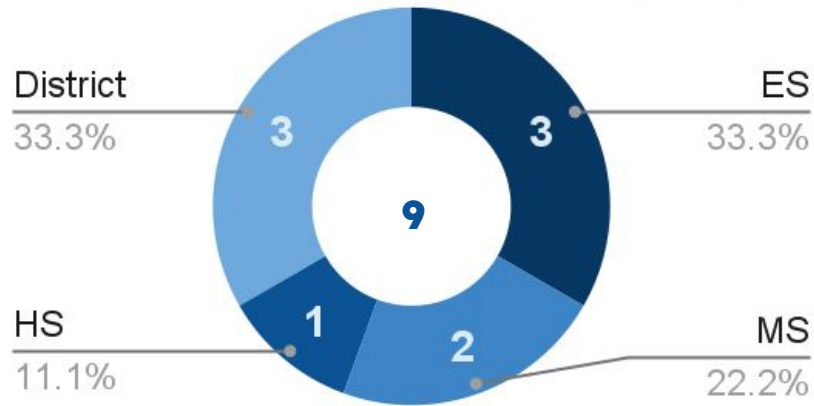
Personnel Update

Section: II. Leadership Report
Item: B. Personnel Update
Purpose: FYI
Submitted by:
Related Material: HR Update Open Positions 11.7.23 (1).pdf
HR DashBoard 11.7.23 (2).pdf

Openings by Location (Existing and New Roles)		7-Nov-23		Openings by Location (Existing and New Roles)		Changes from Last Meeting 10/2/23
Job Title	Building/Location			Job Title	Building/Location	
Per Diem Custodian	District	<i>New position/budgeted</i>		Accountant	District	Filled
<i>Long Term Substitutes needed SY 23-24 Pool</i>	District			Behavior and Mental Health Coordinator	District	Filled
<i>District Wide K-12 Substitute Teachers Pool [SY23-24]</i>	District			Data Analyst for Student Achievement	District	
Data Analyst for Student Achievement	District	<i>More than 90 days</i>		<i>District Wide K-12 Substitute Teachers Pool [SY23-24]</i>	District	
Curriculum and Professional Development Specialist	District	<i>More than 90 days</i>		<i>Long Term Substitutes needed SY 23-24 Pool</i>	District	
Instructional Coach, Elementary School K-4 [SY23-24]	ES	<i>New position/budgeted</i>		Curriculum and Professional Development Specialist	District	
Teacher, Special Education, Elementary K-4 [SY23-24]	ES/Pupil Svcs	<i>New Vacancy</i>		(2) Administrative Assistant	ES	Filled
Teacher, English as a Second Language (ESL), Elementary K-4 [SY22-23]	ES/Pupil Svcs			Teacher, English as a Second Language (ESL), Elementary K-4 [SY22-23]	ES	
Paraprofessional, Elementary K-4 [SY23-24]	ES	<i>New Vacancy</i>		Assistant Principal	HS	
School Based Building Substitute Teacher, High School 9-12	HS	<i>Internal Move</i>		HS Special Ed Teacher	HS	Filled
Principal, High School 9-12 [SY23-24]	HS	<i>New Vacancy</i>		HS Adjustment Counselor	HS	Filled
High School Advanced Spanish Teacher Grades 11-12 [SY23-24]	HS	<i>New Vacancy</i>		Reading Specialist Special Education SY 23-24	MS	
Assistant Principal, High School 9-12 [SY23-24]	HS	<i>In progress</i>		Middle School STEM Teacher [SY23-24]	MS	
School Based Building Substitute Teacher, Middle School 5-8	MS	<i>Internal Move</i>		Building Substitute LTS	MS	
Reading Specialist Special Education SY 23-24	MS	<i>New Vacancy</i>		(1) Administrative Assistant	MS	Filled
Middle School STEM Teacher [SY23-24]	MS			8th Grade Math Teacher	MS	Filled
School Psychologist (District 5-12) SY23-24	MS & HS	<i>Filled w/ contractor but hiring/Added</i>		Special Ed Para	MS	
<i>Middle School & High School Paraprofessionals needed [SY23-24] Pool</i>	MS & HS			Special Education Teacher	MS	
Instructional Coach, Middle/High School 5-12 [SY23-24]	MS & HS	<i>More than 90 days</i>		<i>Middle School & High School Paraprofessionals needed [SY23-24] Pool</i>	MS & HS	
				Instructional Coach	MS & HS	
	District	5			District	6
	ES	4			ES	2
	HS	4			HS	3
	MS	3			MS	7
	MS & HS	3			MS & HS	2
	TOTAL	19			TOTAL	20

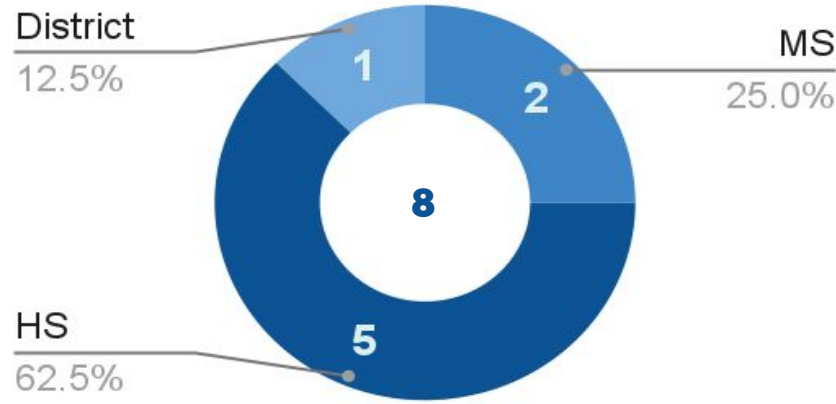
As of 11/7/23

Q2 Total New Hires by Building/Dept.



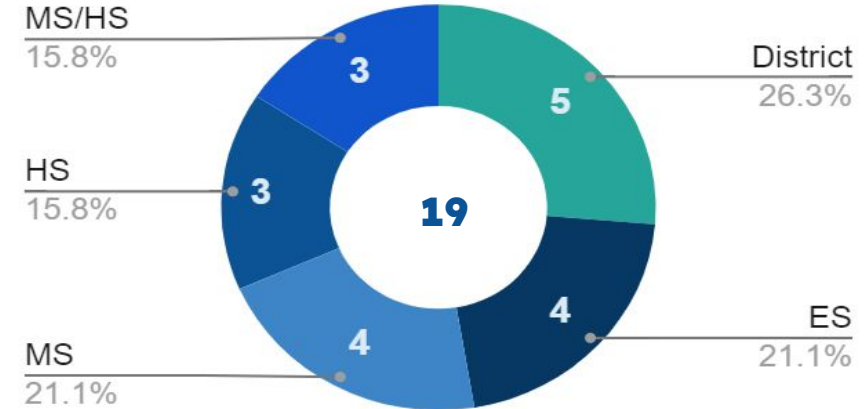
- 3 internal moves
- ES STEM Teacher,
- ES Long-term sub
- District Accountant, Per Diem Sub, ES Custodian
- HS School Adjustment Counselor
- MS Math Teacher 8th Grade
- 64 total new hires since July 1, 2023

Separations By Building/Dept-Q2



Quarter	Jul-Sept (Q1)	Oct-Dec (Q2)	Jan-Mar '24 (Q3)	Apr-Jun (Q4)	Total
Separations	23	8	-	-	31

Open Positions by Location as of 11/7/23



Head Count

260*

**Based on most recent payroll period of Sept. 30. Includes seasonal and regular per diem sub pool.*

364 Absences in October 2023
70% of Total Absences was Sick Time

315 Absences in October 2022
73% of Total Absences was Sick Time

Not counting leaves of absences.

Coversheet

Enrollment Update

Section: II. Leadership Report
Item: C. Enrollment Update
Purpose: FYI
Submitted by:
Related Material: Enrollment Report November 8.pdf



Enrollment Update November 8, 2023

SY 23-24 Enrollment

Grade	Enrollment Goal	Enrollment Total as of 11/8/23	Withdrawals to Date
K	145	127	4
Grade 1	145	145	18
Grade 2	145	137	26
Grade 3	145	148	20
Grade 4	145	145	27
Grade 5	130	129	24
Grade 6	130	115	42
Grade 7	130	120	23
Grade 8	110	109	18
Grade 9	105	90	39
Grade 10	105	90	11
Grade 11	94	85	8
Grade 12	88	86	3
Total	1617	1527	267

Withdrawals by Grade/Town

	Attleboro	Brockton	N. Attleboro	Mansfield	Foxborough	Norton
Grade 1	5	2	2	0	1	1
Grade 2	3	6	4	0	3	1
Grade 3	5	3	5	0	0	0
Grade 4	8	5	5	1	1	1
Grade 5	7	2	5	0	3	5
Grade 6	7	10	5	4	4	0
Grade 7	2	6	1	1	0	2
Grade 8	4	6	1	1	0	1
Grade 9	11	8	2	1	1	1
Grade 10	3	3	0	2	0	0
Grade 11	1	2	0	0	0	2
Grade 12	0	1	0	0	0	0
Total	56	54	29	10	14	14

Waitlist SY23/24

Currently, waitlists are exhausted in grades K, 2, 6, 7, 8, and 9. We are accepting applications at these grade levels to re-build the waitlists.

Waitlists remain for Grades 1, 3, 4, and 5.

Grade 1	24
Grade 3	13
Grade 4	22
Grade 5	28

Applications as of 11/8**Applications SY 2023-2024 (This Year)**

Kindergarten	12
Grade 1	N/A
Grade 2	8
Grade 3	N/A
Grade 4	N/A
Grade 5	N/A
Grade 6	5
Grade 7	8
Grade 8	9
Grade 9	11
Total	54

Applications SY 2024-2025 (Next Year)

Kindergarten	45
Grade 1	6
Grade 2	6
Grade 3	13
Grade 4	9
Grade 5	14
Grade 6	17
Grade 7	5
Grade 8	5
Grade 9	17
Total	137

Communities With the Most Applicants**SY23-24 (Open Application)**

Brockton – 23 Applicants

Taunton – 11 Applicants

Stoughton – 4 Applicants

SY24-25

Brockton – 61 Applicants

Taunton - 17 Applicants

Stoughton – 12 Applicants

Notes:

The Admissions Team continues to monitor enrollment numbers throughout the district. Because there is still a wait list for Grade 4, the team was able to extend offers of enrollment. Two students were registered the week of 11/7 and the team is working with elementary school leadership to get these new students started at FRCS.

In accordance with DESE's guidance – our current school year application (SY23-24) was reopened on October 16th in the grade levels where wait lists were exhausted. The application will be open until November 14th. We will begin to extend offers and fill empty seats in grades K, 2, 6, 7, and 9. The Admissions Team will work with building leaders to ensure a smooth transition while adding new students mid-school year. Per DESE, we must continue to backfill open seats until February 15, 2024.

Additionally, the application for next school year (SY24-25) opened on October 16th. The application is available approximately 6 weeks earlier than usual. Please note that the early opening of the application is still within the parameters of our Enrollment Policy. We are accepting applications until February 16, 2024.

Coversheet

Finance and Facilities

Section: VI. Committees
Item: A. Finance and Facilities
Purpose: Discuss
Submitted by:
Related Material: Oct. 2023 - Balance Sheet (Summary).PDF
Oct. 2023 - Budget to Actual (Summary).PDF
Oct. 2023 - Budget to Actual (Comparative Summary).PDF
Operations_Department_Update_Nov 14 2023.docx
ES Roof Project Timeline .pdf
FRCS ES Roof Fee Proposal.pdf

Financial Report - Balance Sheet (Summary)**Foxborough Regional Charter School****For 10/31/2023**

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Page: 1

	10/31/2023	6/30/2023	Change
ASSETS			
Current Assets			
Cash - operations	15,009,540.42	14,648,448.26	361,092.16
Cash - debt service reserve	2,397,502.69	3,058,064.88	(660,562.19)
Accounts Receivable:			
Intergovernmental	0.00	1,540,653.88	(1,540,653.88)
Other	25,952.79	4,063.68	21,889.11
Prepaid Expenses	0.00	649.00	(649.00)
Total Current Assets	17,432,995.90	19,251,879.70	(1,818,883.80)
Capital Assets			
Right-Of-Use-Asset	324,662.00	324,662.00	0.00
Land/Building Improvements	48,188,078.63	48,188,078.63	0.00
Furniture, equipment and software	6,381,879.83	6,381,879.83	0.00
Construction in progress	3,162,728.09	884,903.03	2,277,825.06
Less: accumulated depreciation and amortization	(19,626,418.15)	(18,861,107.32)	(765,310.83)
Total investment in capital assets	38,430,930.40	36,918,416.17	1,512,514.23
Loss on defeasance (2017 bonds)	3,466,614.47	3,466,614.47	0.00
TOTAL ASSETS	59,330,540.77	59,636,910.34	(306,369.57)
LIABILITIES AND NET ASSETS			
Accounts Payable	711,864.94	1,699,329.21	(987,464.27)
Accrued expenses	74,348.38	724,101.65	(649,753.27)
Accrued compensation	50,239.37	1,568,307.43	(1,518,068.06)
Bonds payable - US Bank	0.00	0.00	0.00
Deferred income	0.00	117,049.82	(117,049.82)
Lease Liability	125,353.98	149,777.52	(24,423.54)
Total current liabilities	961,806.67	4,258,565.63	(3,296,758.96)
BONDS PAYABLE 2017B	22,260,000.00	22,945,000.00	(685,000.00)
BOND PREMIUM 2017B	2,175,370.80	2,175,370.80	0.00
Total bonds payable	24,435,370.80	25,120,370.80	(685,000.00)
LOAN PAYABLE EASTERN BANK	3,283,140.80	3,453,560.85	(170,420.05)
Total loans payable (Eastern)	3,283,140.80	3,453,560.85	(170,420.05)
Total liabilities	28,680,318.27	32,832,497.28	(4,152,179.01)
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	21,639,407.06	18,443,951.93	3,195,455.13
Net income	3,845,809.44	3,195,455.13	650,354.31
Total net assets	30,650,222.50	26,804,413.06	3,845,809.44
TOTAL LIABILITIES AND NET ASSETS	59,330,540.77	59,636,910.34	(306,369.57)

Financial Report - Budget to Actual (Summary)**Foxborough Regional Charter School****For 10/31/2023**

Run: 11/08/2023 at 12:17 PM

Page: 1

	Budget	Actual	Budget - Actual	% of Budget
REVENUES				
Per Pupil Tuition	28,387,350.00	10,359,857.00	(18,027,493.00)	(36.49)
Federal Grants/Reimbursements	972,625.00	136,185.30	(836,439.70)	(14.00)
State Grants/Reimbursements	0.00	0.00	0.00	0.00
Other Grant Revenues	0.00	0.00	0.00	0.00
Food Service Program	650,000.00	(54.50)	(650,054.50)	0.01
Extended Day Program	0.00	0.00	0.00	0.00
Transportation Program	1,213,095.00	429,075.85	(784,019.15)	(35.37)
Building Rental Revenue	60,000.00	12,000.00	(48,000.00)	(20.00)
Other Revenues	73,000.00	187,667.26	114,667.26	(257.08)
Total Revenues	31,356,070.00	11,124,730.91	(20,231,339.09)	(35.48)
EXPENSES				
Personnel				
Administration & Finance	1,451,693.00	395,716.96	1,055,976.04	27.26
Teaching & Learning	13,705,438.00	2,641,091.84	11,064,346.16	19.27
Student Activities	1,262,371.00	258,162.52	1,004,208.48	20.45
Operations	922,031.00	266,156.44	655,874.56	28.87
Grants	360,708.00	74,697.26	286,010.74	20.71
Subtotal Personnel	17,702,241.00	3,635,825.02	14,066,415.98	20.54
Operating Costs				
Administration & Finance	985,440.00	407,772.45	577,667.55	41.38
Teaching & Learning	718,150.00	128,226.07	589,923.93	17.86
Student Activities	3,511,675.00	712,559.33	2,799,115.67	20.29
Operations	2,390,026.00	782,170.99	1,607,855.01	32.73
Employee Benefits	2,480,651.00	605,715.41	1,874,935.59	24.42
Grants	551,917.00	28,201.26	523,715.74	5.11
Subtotal Operating Costs	10,637,859.00	2,664,645.51	7,973,213.49	25.05
Total Expenses	28,340,100.00	6,300,470.53	22,039,629.47	22.23
NET BUDGET FROM OPERATIONS	3,015,970.00	4,824,260.38	1,808,290.38	(159.96)
Capital Outlay	305,000.00	174,886.20	130,113.80	57.34
Debt Service	2,477,047.00	38,253.91	2,438,793.09	1.54
Depreciation	0.00	765,310.83	(765,310.83)	0.00
Board Capital Reserve	0.00	0.00	0.00	0.00
NET BUDGET RESERVED	233,923.00	3,845,809.44	3,611,886.44	(1,644.05)

Financial Report - Budget to Actual (Comparative Summary)

Run: 11/08/2023 at 12:17 PM

Page: 1

Foxborough Regional Charter School For 10/31/2023

	Budget FY2024	YTD Actual 10/31/23	Current Year Budget - Actual	Current Year % of Budget	Budget FY2023	YTD Actual 10/31/22	Prior Year Budget - Actual	Prior Year % of Budget
REVENUES								
Per Pupil Tuition	28,387,350.00	10,359,857.00	(18,027,493.00)	(36.49)	27,462,500.00	9,671,437.00	(17,791,063.00)	(35.22)
Federal Grants/Reimbursements	972,625.00	136,185.30	(836,439.70)	(14.00)	1,278,261.00	112,608.30	(1,165,652.70)	(8.81)
State Grants/Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Grant Revenues	0.00	0.00	0.00	0.00	0.00	3,000.00	3,000.00	0.00
Food Service Program	650,000.00	(54.50)	(650,054.50)	0.01	521,000.00	62,309.23	(458,690.77)	(11.96)
Extended Day Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transportation Program	1,213,095.00	429,075.85	(784,019.15)	(35.37)	901,072.00	398,794.23	(502,277.77)	(44.26)
Building Rental Revenue	60,000.00	12,000.00	(48,000.00)	(20.00)	60,000.00	12,000.00	(48,000.00)	(20.00)
Other Revenues	73,000.00	187,667.26	114,667.26	(257.08)	75,500.00	19,795.38	(55,704.62)	(26.22)
Total Revenues	31,356,070.00	11,124,730.91	(20,231,339.09)	(35.48)	30,298,333.00	10,279,944.14	(20,018,388.86)	(33.93)
EXPENSES								
Personnel								
Administration & Finance	1,451,693.00	395,716.96	1,055,976.04	27.26	1,327,446.00	327,404.59	1,000,041.41	24.66
Teaching & Learning	13,705,438.00	2,641,091.84	11,064,346.16	19.27	12,314,259.00	2,322,975.85	9,991,283.15	18.86
Student Activities	1,262,371.00	258,162.52	1,004,208.48	20.45	2,150,968.00	367,019.75	1,783,948.25	17.06
Operations	922,031.00	266,156.44	655,874.56	28.87	821,363.00	251,026.94	570,336.06	30.56
Grants	360,708.00	74,697.26	286,010.74	20.71	393,520.00	108,742.50	284,777.50	27.63
Subtotal Personnel	17,702,241.00	3,635,825.02	14,066,415.98	20.54	17,007,556.00	3,377,169.63	13,630,386.37	19.86
Operating Costs								
Administration & Finance	985,440.00	407,772.45	577,667.55	41.38	814,715.00	321,807.12	492,907.88	39.50
Teaching & Learning	718,150.00	128,226.07	589,923.93	17.86	762,878.00	86,329.81	676,548.19	11.32
Student Activities	3,511,675.00	712,559.33	2,799,115.67	20.29	2,798,457.00	645,091.58	2,153,365.42	23.05
Operations	2,390,026.00	782,170.99	1,607,855.01	32.73	2,093,130.00	726,942.42	1,366,187.58	34.73
Employee Benefits	2,480,651.00	605,715.41	1,874,935.59	24.42	2,592,646.00	595,590.35	1,997,055.65	22.97
Grants	551,917.00	28,201.26	523,715.74	5.11	814,741.00	89,222.59	725,518.41	10.95
Subtotal Operating Costs	10,637,859.00	2,664,645.51	7,973,213.49	25.05	9,876,567.00	2,464,983.87	7,411,583.13	24.96
Total Expenses	28,340,100.00	6,300,470.53	22,039,629.47	22.23	26,884,123.00	5,842,153.50	21,041,969.50	21.73
NET BUDGET FROM OPERATIONS	3,015,970.00	4,824,260.38	1,808,290.38	(159.96)	3,414,210.00	4,437,790.64	1,023,580.64	(129.98)
Capital Outlay	305,000.00	174,886.20	130,113.80	57.34	890,000.00	522,392.69	367,607.31	58.70
Debt Service	2,477,047.00	38,253.91	2,438,793.09	1.54	2,477,216.00	43,922.70	2,433,293.30	1.77
Depreciation	0.00	765,310.83	(765,310.83)	0.00	0.00	808,426.44	(808,426.44)	0.00
Board Capital Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET BUDGET RESERVED	233,923.00	3,845,809.44	3,611,886.44	(1,644.05)	46,994.00	3,063,048.81	3,016,054.81	(6,517.96)



Operations Department Update
November 14, 2023

Middle School Roof Project - Summary & Elementary School Roof Project Proposal

Middle School Roof Project:

Project Completion Status:

The final stage has been reached, and the demobilization process has begun.

Quality Assurance and Warranty Certification:

The roof manufacturer is due to visit for final inspection and to certify the warranty, ensuring quality and durability.

Budget and Financial Report:

Allocated Budget: \$5 million.

Excepted Expenditure: \$4.8 million

Actual Expenditure: Close to \$4.5 million, yielding a savings of about \$500,000 under the projected budget.

Elementary School Roof Project Initiation:

RFP for Owner's Project Manager:

An RFP has been issued to secure an Owner's Project Manager (OPM) for the upcoming Elementary School Roof Project.

Upon completion of the RFP process, Terva, the OPM for the Middle School Roof Project, emerged as the sole proposer.

Terva's Proposal Review:

Terva's fee structure and proposal will be attached for the board's review.

Urgent Decision Required:

To adhere to the project's timeline, a prompt decision on Terva's appointment as the OPM for the Elementary School Roof Project is necessary.

Timeline for Project:

A detailed timeline will be attached to provide the board with an overview of the projected milestones and critical dates.

Action Item:

Board Vote on OPM Appointment:

A vote is required to move forward with Terva as the OPM for the Elementary School Roof Project, ensuring no delays in the timeline.

Attachments for Board Review:

1. Detailed timeline for the Elementary School Roof Project.
2. Terva's fee structure and proposal for the Elementary School Roof Project.

Project Name: Foxborough Regional Charter School Elementary School Roof Project
 Start Date: September 26, 2023
 End Date: August 30, 2024

As you may be aware, the Elementary School is facing a pressing issue with its aging roof, which has resulted in ongoing leaks that we have been patching as temporary solutions. However, we recognize that these patches are not a sustainable long-term strategy for ensuring the safety and well-being of our students and staff. Therefore, we have embarked on a comprehensive plan to address this issue and provide a safe, conducive learning environment for all.

We are pleased to inform you that we have initiated the procurement process for the much-needed roof replacement. Our goal is to begin the actual roof work at the conclusion of the 2023-2024 school year. Below, we have outlined a tentative timeline for the project, highlighting key milestones that require board approval. Please keep in mind that these dates are not exact and are intended as a general guide to help us navigate this critical project.

Procurement and Planning Phase

Duration: 12 weeks

- September 26, 2023: RFP for OPM Submitted
- October 4, 2023: RFP Posted in the Sun Chronicle and Combuys
- October 18, 2023: Deadline for OPM Proposal Submission
- November 2, 2023: Select OPM and Award Contract
- November 14, 2023: **Board Approval**
- November 16, 2023: Conduct Kick-off Meeting with OPM
- November 20, 2023: Develop Procurement Plan
- November 30, 2023: Obtain Required Approvals if any

Design and Permitting Phase

Duration: 16 weeks

- December 1, 2023: Design and Engineering Consultants
- December 12, 2023: **Board Approval**
- December 15, 2023: Begin Conceptual Design
- January 31, 2024: Complete Detailed Design
- February 5, 2024: Submit Design for Review and Approvals
- February 13, 2024: **Present Project Plan and Budget to Board for Approval**
- March 15, 2024: Obtain All Necessary Permits

Procurement of Contractors

Duration: 8 weeks

- April 1, 2024: Issue RFP for Roofing Contractors
- April 15, 2024: Deadline for Contractor Bids
- April 30, 2024: Evaluate Contractor Bids and Award Contracts
- May 14, 2024: Board Approval
- May 15, 2024: Sign Contracts with Selected Contractors

Pre-Construction Phase

Duration: 4 weeks

- May 20, 2024: Pre-construction Meeting with Contractors
- May 31, 2024: Finalize Construction Schedule
- June 7, 2024: Mobilize Equipment and Materials

Construction Phase

Duration: 12 weeks

- June 24, 2024: Begin Roof Construction
- July 15, 2024: Regular Progress Inspections
- August 30, 2024: Complete Roof Installation

Post-Construction Phase

Duration: 6 weeks

- September 1, 2024: Final Inspections and Quality Assurance
- September 15, 2024: Punch List and Deficiency Corrections
- September 30, 2024: Obtain Final Approvals and Certifications

Project Closeout

Duration: 4 weeks

- October 15, 2024: Project Documentation and Records Compilation
- October 30, 2024: Final Payments to Contractors
- November 15, 2024: Project Closeout Meeting and Report

Project Timeline Summary

Total Project Duration: 12 months (September 2023 to August 2024)

Project Budget: \$3,000,000

Key Milestones:

November 2, 2023: Select OPM and Award Contract

December 1, 2023: Design and Engineering Consultants

January 31, 2024: Complete Detailed Design

February 13, 2024: Present Project Plan and Budget to Board for Approval

April 1, 2024: Issue RFP for Roofing Contractors

April 30, 2024: Evaluate Contractor Bids and Award Contracts



Building Successful

October 30, 2023

RE: Request for Qualifications – FOXBOROUGH REGIONAL CHARTER SCHOOL Elementary School Roof Project – 131 Central Street, Foxborough, 02035 – FEE PROPOSAL

Dear Mr. Michelot,

We are pleased to submit Terva Corporation's fee proposal to provide Owner Project Manager services to Foxborough Regional Charter School (FRCS), for the proposed Elementary School Roof Replacement and Associated Work at 131 Central Street, Foxborough, MA. Hours and fee are shown on the attached fee calculation sheet. We hope that you find this fee proposal acceptable and should you have any questions we can provide additional clarification.

Total Basic Compensation \$214,864

Qualifications/Assumptions

- Our schedule assumes project completion in 12 months or less. This will be achieved in two phases: 1.) designer selection, completion of contract documents, and bidding; 2.) followed by GC onboarding, on-site construction, and closeout.
- Our fee does not include any sub-consultants. Sub-consultant fee will be submitted as a reimbursable expense.

I will be the contact on behalf of Terva for all Owner/Client communication with respect to this fee proposal, and moving forward on the project. You can most easily reach me on my cell phone (617 306-6090); or by email (apina@tervacorp.com). We look forward to our continued work on behalf of FRCS, and are grateful for the opportunity to serve your school community.

Sincerely,

A handwritten signature in blue ink, appearing to read "Antonio Pina".

Antonio Pina, AIA
Project Director

184 Nathaniel Drive, Whitinsville, MA 01588
TERVACORP.COM

**Foxborough Regional Charter School
TERVA Corporation Fee Matrix
10/30/23
Professional Services - ES Roof**

Design	Construction Documents / Sub & GC Bidding																
Preconstruction	Permitting / Enabling																
Construction	Construction																
Closeout	Closeout																
No. of Months:	1	2	3	4	5	6	7	8	9	10	11	12	Proposed				
	2023												2024		mid	Total	
Position/Hours	Rate	Nov	Dec	Jan	Feb	March	April	May	Jun	Jul	Aug	Sep	Oct	Hours	Cost		
Principal in Charge	\$ 190													0.0	\$0		
Project Director - Tony Pina	\$ 184	16.0	16.0	16.0	40.0	20.0	40.0	20.0	40.0	40.0	40.0	30.0	10.0	328.0	\$60,352		
Project Manager - Mia Ayers	\$ 168	8.0	8.0	8.0	20.0	8.0	8.0							60.0	\$10,080		
Assistant PM - Dipti Moore	\$ 149	32.0	32.0	32.0	48.0	32.0	32.0	48.0	64.0	64.0	64.0	48.0	32.0	528.0	\$78,672		
Site Manager - Bryce Raposa	\$ 130								80.0	160.0	160.0	80.0		480.0	\$62,400		
OPM Subtotal															\$211,504		
Resource Team																	
TERVA Engineering - MEP Review	\$ 184													0.0	\$0		
TERVA Design - Plan Review	\$ 168				20.0									20.0	\$3,360		
TOTALS		56.0	56.0	56.0	128.0	60.0	80.0	68.0	184.0	264.0	264.0	158.0	42.0	1416.0	\$214,864		
FTE Equivalent		0.3	0.3	0.3	0.7	0.3	0.5	0.4	1.1	1.5	1.5	0.9	0.2				