

## Foxborough Regional Charter School

## **Board Meeting**

Published on February 8, 2024 at 4:27 PM EST

#### **Date and Time**

Tuesday February 13, 2024 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 <u>Privilege of the Floor Policy</u>. To request to speak at a meeting, please complete the following <u>google form</u> before the start of the meeting.

#### Agenda

			Purpose	Presenter	Time
l.	Оре	ening Items			6:00 PM
	A.	Record Attendance			1 m
	В.	Call the Meeting to Order			
	C.	Privilege of the Floor		Kathleen Crawford	5 m

			Purpose	Presenter	Time
II.	Lea	dership Report			6:06 PM
	A.	Leadership Report	FYI	Kathleen Foley	15 m
	В.	Personnel Update	FYI	Mallory St Brice	10 m
		Vacancies by Building     HR Board Dashboard			
	C.	Enrollment Update	FYI	Heidi Berkowitz	5 m
		Enrollment Report			
III.	Воа	ard Business			6:36 PM
	A.	Administrative/Housekeeping	FYI	Kathleen Crawford	2 m
	В.	Board Training	Discuss	Todd Tetreault	2 m
		Discuss any training Board Members have	attended		
	C.	Board Planning	Discuss	Kathleen Crawford	30 m
		<ul> <li>Executive Director Search Update</li> <li>Committee Assignments - Staff, Parents, Staff</li> <li>Student Representative to the Board of Tru</li> <li>Key Dates Calendar FY25</li> </ul>			
IV.	Воа	ard Committee Reports			7:10 PM
	FY2	24 Board Committee Members.xlsx (sharepoint.com	1)		
	A.	Academic Excellence	Discuss	Kathleen Crawford	5 m
	В.	Appeals	Discuss	Kathleen Crawford	5 m
	C.	Diversity, Equity and Inclusion	Discuss	Dana Benton- Johnson	5 m
	D.	Governance	Discuss	Kathleen Crawford	5 m

			Purpose	Presenter	Time
	E.	Finance and Facilities	Discuss	Matthew Yezukevich	5 m
V.	Pol	icy Review			7:35 PM
	A.	First Reading			5 m
		<ul><li>Field Trip Policy</li><li>Student Handbook Review</li><li>Staff Handbook Review</li></ul>			
	В.	Second Reading			5 m
		<ul><li>Accountability Plan</li><li>Bullying Prevention and Intervention Plan</li></ul>			
VI.	Coı	mmunity Groups			7:45 PM
	A.	FEA	Discuss	Heidi Berkowitz	2 m
	В.	Foundation	Discuss	Heidi Berkowitz	2 m
	C.	English Language Parent Advisory (ELPAC)	FYI	Heidi Berkowitz	2 m
	D.	Special Ed Parent Advisory (SEPAC)	FYI	Heidi Berkowitz	2 m
VII.	Min	utes of Meetings			7:53 PM
	A.	Approval of Minutes	Vote	Todd Tetreault	25 m
		<ul> <li>September 18, 2023</li> <li>September 21, 2023</li> <li>October 10, 2023</li> <li>October 18, 2023</li> <li>November 14, 2023</li> <li>November 28, 2023</li> <li>December 12, 2023</li> <li>December 21, 2023</li> <li>January 9, 2024</li> <li>January 26, 2024</li> </ul>			

Purpose Presenter Time

- January 31, 2024
- February 5, 2024
- **B.** Items for Next Board Meeting and Review of Board Calendar

Discuss

Kathleen Crawford

10 m

• Review Board Calendar

- · Summary of Action items and next steps
  - · Add MCAS to March Agenda

#### VIII. Executive Session

8:28 PM

A. Adjourn to Executive Session

Vote

Kathleen Crawford

1 m

 Adjourn to Executive session not to return to open session in accordance with the Open Meeting Law, M.G.L. c. 30A, Section 21(a), as the Chair has determined that an open session would have a detrimental effect.

IX. Closing Items

8:29 PM

A. 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.

## Personnel Update

Section: II. Leadership Report Item: B. Personnel Update

Purpose: FY

Submitted by:

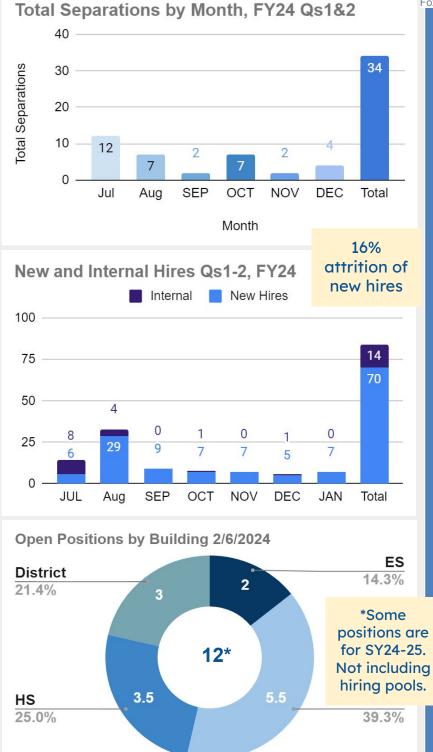
Related Material: ELT \_Board Update\_Open Positions\_2.6.24.pdf

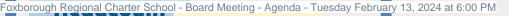
HR Board Dashboard\_2.8.24 (1).pdf

OPEN POSITION		
Location	Position	Note
ES	ES ELE Teacher	
ES	Paraprofessional (Special Ed)	
District	Data Analyst for Student Achievement	SY24-25 hiring
District	Per Diem School Nurse	
District	Per Diem and Long-term Substitutes	
HS	Asst Principal	Offers Pending
HS	HS/MS Full-time Buliding Sub	
HS	Principal	SY24-25 hiring
MS	MS STEM Teacher	Long-term sub in position
MS	Special Education Teacher/ Reading Specalist MS	
MS	MS Physical Education Teacher/Health	Long-term/building sub in position
MS	MS Science (7th Grade)	Long-term/building sub in position
MS	MS Science (7th Grade)- Long-term Substitute	(Same vacancy as above)
MS	Sub Separate Paraprofessional	
ES	2	
	5.5	
HS	3.5	

District 3

Including rolling sub pools







**Absence** Rate, Q1 5.6

**Absence** Rate, Q2 4.98

Compared to 4.92 at the same time in SY22-23

## **Highlights**

- Hired HS assistant principals
- HS principal interviews in progress
- Fewer open positions than this time last SY



# **HR Dashboard-Staffing & Recruitment**

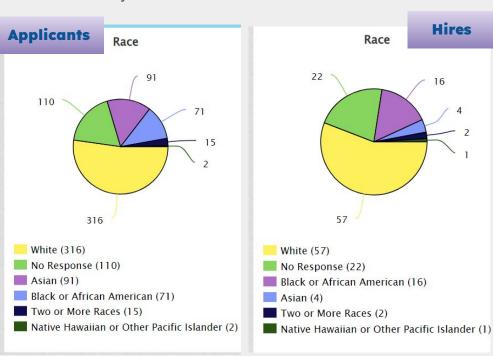
As of 2/6/24

## Race, Equity, Diversity & **Inclusion (REDI)**

18% of staff identify as Black, Indigenous, or Person of Color (Multi-racial, Asian, South Asia, Latinx, Hispanic, Middle Eastern); mostly support staff

44.5 yrs median age

25% identify as men



Staff culture/climate & inclusion surveys needed in spring 2024 to collect more data.

# **Enrollment Update**

Section: II. Leadership Report Item: C. Enrollment Update

Purpose: FY

Submitted by:

Related Material: FY25 Enrollment Recommendation.docx

February Board Update.pdf



## **FY25 Enrollment Recommendation**

Grade	Classrooms	Enrollment FY22	Enrollment FY23	Current FY24 Enrollment	Recommended FY25 Enrollment
Kindergarten	6	143	143	127	125
Grade 1	6	145	141	144	125
Grade 2	6	143	145	138	125
Grade 3	6	148	144	145	125
Grade 4	6	146	141	143	125
Grade 5	6 in FY22 5 in FY23/24	138	120	129	120
Grade 6	6 in FY22 5 in FY23/24	140	123	115	115
Grade 7	6 in FY22 5 in FY23/24	129	104	120	110
Grade 8	6 in FY22 5 in FY23/24	139	108	109	105
Grade 9		113	101	89	120
Grade 10		98	93	90	115
Grade 11		87	88	85	110
Grade 12		81	86	85	105
Total		1650	1537	1519	1425

Pre-Enrollment Report to Submit to DESE
 1500 (Due to DESE March 15, 2024)

Internal Enrollment Goal 1450Budget Number 1375



# Enrollment Update February 8, 2024

## SY 23-24 Enrollment

Grade	Enrollment Goal	Enrollment Total as of 2/8/24	Withdrawals to Date
	1.45	120	<u></u>
K	145	126	6
Grade 1	145	143	24
Grade 2	145	138	26
Grade 3	145	145	23
Grade 4	145	142	28
Grade 5	130	129	25
Grade 6	130	113	44
Grade 7	130	119	25
Grade 8	110	105	22
Grade 9	105	89	40
Grade 10	105	90	12
Grade 11	94	85	8
Grade 12	88	85	4
Total	1617	1510	287

## Withdrawals by Grade/Town

	Attleboro	Brockton	N. Attleboro	Mansfield	Foxborough	Norton
Kindergarten	0	2	1	0	0	1
Grade 1	5	4	3	0	1	1
Grade 2	3	7	4	0	4	1
Grade 3	6	4	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	8	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	2	0	0	0	0
Total	57	64	30	10	15	15

## **SY 24-25 Enrollment Application**

The application is open for new students entering Grades K-9. FRCS has received 531 applications as of 2/8/24. The application window for SY 24-25 closes February 16, 2024.

Grade	# of Applications
Kindergarten	148
Grade 1	26
Grade 2	25
Grade 3	26
Grade 4	47
Grade 5	41
Grade 6	51
Grade 7	27
Grade 8	30
Grade 9	60
Total	531

## 5 sending districts with the highest number of applicants

Brockton: 200 applicants
 Taunton: 46 applicants
 Attleboro: 36 applicants
 Stoughton: 32 applicants
 Randolph: 21 applicants

#### **Additional Notes:**

The Admissions Team continues to monitor enrollment numbers throughout the district. Enrollment offers were extended in Grades K, 1, 3 and 4 in January resulting in three new enrollments. Per DESE guidelines, the deadline to extend enrollment offers for SY 23-24 is February 15, 2024.

The Admissions team is also busy promoting the application for the SY 24-25 school year. The application period closes on February 16<sup>th</sup>.

#### **Upcoming Dates:**

March 6, 2024: Public Enrollment Lottery (SY 24-25) March 13, 2024: Accepted Kindergarten Student Night

March 18 – 26, 2024: Kindergarten Registration

## Finance and Facilities

Section: IV. Board Committee Reports Item: E. Finance and Facilities

Purpose: Discuss

Submitted by:

**Related Material:** Operations\_Department\_Update\_Feb 13 2024.docx



Operations Department Update February 13, 2024

#### **Elementary School Roof Project:**

## ES Roof Project Update

I am thrilled to share an encouraging update on the progress of our FRCS Project, which has shown remarkable advancements across various critical aspects. From significant milestones in contracts and budgeting to strategic phasing and scheduling, design and logistical progress, to stringent safety measures in hazmat handling and site visits, our team is demonstrating exceptional commitment and expertise. Each step we take is a testament to our dedication to not only meeting but exceeding our project goals. Let's delve into these exciting developments in more detail.

- 1. Contracts and Budget: The project has achieved a significant milestone with the approval of the Studio Umbra contract, marking a crucial step in collaboration and project development. The team's readiness to address additional budget requirements for the ES gym roof area reflects their commitment to quality and adaptability to evolving project needs. Anticipation of the comprehensive budget from TERVA represents a proactive approach to financial management.
- 2. Project Phasing and Scheduling: The team has shown remarkable flexibility in adapting the project phasing to align with a revised and more effective schedule. The detailed planning for Phase 1 and Phase 2, focusing on specific improvements and upgrades in the Elementary and High School, indicates a methodical and well-structured approach to managing the project's timeline. Adjusting deadlines for the schematic design and construction documents demonstrates an acute awareness of the project's requirements and effective resource management.

- 3. Design and Logistics: Progress in the design phase, with the schematic design nearing completion and an upcoming cost reconciliation meeting, showcases the team's dedication to maintaining momentum. The integration of design development with construction documentation is a strategic move, enhancing efficiency and focus on project goals.
- 4. Hazmat and Site Visits: The prompt identification and planned remediation of asbestos issues, along with the inclusion of these measures in the Summer 2024 budget, highlight the team's commitment to environmental safety and health standards. Conducted site visits emphasize a thorough and practical approach to understanding and addressing the structural and mechanical aspects of the project.

Overall, the FRCS Project Team is making solid progress. They're effectively managing the complexities of contracts, budgeting, and planning. Their careful approach to different project phases and their attention to safety, especially regarding asbestos, demonstrate their thoroughness and commitment. The project is moving forward steadily, with a clear focus on quality and safety.

## Food Service Update

I am pleased to announce that our recent transition from Genuine Foods to City Fresh as our food service provider has been a resounding success. We heard and acknowledged the concerns and feedback regarding our previous vendor, and took decisive action to enhance our food service quality. This change is part of our ongoing commitment to providing the best possible experience for our students and staff.

In the few weeks since City Fresh began serving their meals, we have observed a notable increase in student engagement with our food service program. This uptick is not only a testament to the quality and appeal of the meals provided by City Fresh but also reflects our community's appreciation for our efforts to listen and respond to their needs.

We are excited to continue this partnership with City Fresh, and look forward to seeing more of our students enjoy the diverse and nutritious options available. As always, we welcome your feedback and suggestions as we strive to make our school's food service program a highlight of our students' day.

Thank you for your support during this transition and for your ongoing commitment to our school community.

# First Reading

Section: V. Policy Review Item: A. First Reading

Purpose:

Submitted by:

**Related Material:** Field Trip and Extended Trip Policy - January 2024.docx



#### Field Trip and Extended Trip Policy

The Foxborough Regional Charter School acknowledges that meticulously planned, well-conducted, and carefully supervised extended field trips offer a unique mode of learning that is relevant, challenging, and dynamic, providing educational experiences beyond the scope of the traditional classroom or extracurricular settings.

Extended field trips, which involve overnight stays, will be scheduled outside regular school hours, on weekends, or during school vacations, ensuring no disruption to structured class time. These trips must align with and reflect the district's curriculum, with the Executive Director or their designee responsible for assessing adherence to these criteria. Importantly, the school district will not bear the cost of extended field trips.

Notably, teachers and school personnel are prohibited from soliciting privately run trips through the school district. The Executive Director will review only Executive Director-recommended trips, refraining from approving privately organized trips without such recommendation.

Participation in an extended field trip is a privilege, not a student's inherent right, and all rules and regulations outlined in the student handbook will be in effect throughout the trip. However, this policy does not encompass trips required for student participation in school-related tournament competitions or contests.

#### I. Trip Approval Process for Extended Field Trips

#### A. Preliminary Approval

Advisors must present a comprehensive trip proposal, outlining educational benefits and objectives in relation to the Massachusetts Curriculum Frameworks, as well as the educational value relative to cost. This proposal requires Preliminary Approval from the building principal and the Executive Director before being announced to students or parents/guardians. Preliminary approval authorizes advisors to assess student and parent interest, gather cost information, and evaluate the trip's feasibility.

#### B. Formal Approval

Contractual arrangements and trip-specific fundraising are only permissible after the Executive Director formally approves the trip. Approval must be secured at least five (5) months before the proposed extended field trip.

#### II. Finances

Advisors must make reasonable efforts to secure scholarships or alternative funding sources, ensuring equal opportunities for all students, regardless of financial constraints.

#### III. Travel Requirements:

A. Students with Disabilities: Full and equal opportunities must be provided for students with disabilities to participate in extended field trips.

#### B. Transportation:

The use of vans or private automobiles for extended field trips is prohibited. Commercial vendors or district transportation should be utilized for late-night or overnight trips.

#### C. Carrier Qualifications:

Commercial carriers must be licensed by the Federal Motor Carrier Safety Administration (FMCSA), with a safety rating of "satisfactory." Subcontractors may not be used without sufficient notice to the District to verify qualifications.

#### D. Trip Itineraries:

Sufficient time must be allowed in trip itineraries for drivers to rest, complying with federal hour-of-service requirements.

#### E. Background Checks:

The District shall obtain Criminal Offender Record Information (CORI) for all individuals with direct and unmonitored contact with students during extended field trips. Chaperones must comply with Chaperone Guidelines upholding all practices outlined and described as expectations /responsibilities.

#### F. Medication Administration:

If a student requires prescription medication during an extended field trip, administration must adhere to District policy.

#### G. Insurance:

Trip cancellation insurance and travel accident insurance must be purchased by all trip participants, including students, chaperones, and advisors.

#### H. Trip Cancellation:

The Executive Director or their designee retains the right to cancel any extended field trip up until the time of departure.

#### I. Students in Good Standing:

Participation in extra-curricular trips is considered a privilege, not a right, to enhance the overall educational experience for our students. FRCS offers a diverse range of trips and experiences and encourages students to engage in these opportunities.

To maintain eligibility for participation in off site and international trips, students must uphold good attendance records and exhibit positive behavior and citizenship, both during regular school hours and at related activities. Participation in these opportunities is a privilege reserved for students in good standing who are currently enrolled and attending FRCS. Students failing to meet these criteria may be excluded at the principal's or their designee's discretion.

Legal References: M.G.L. c.71, section 37N

# Second Reading

Section: V. Policy Review Item: B. Second Reading

Purpose:

Submitted by:

Related Material: 2023-2028 Accountability Plan Priliminary Approval- January 26 2024.pdf

#### FOXBOROUGH REGIONAL CHARTER SCHOOL ACCOUNTABILITY PLAN

Foxborough Regional Charter School (FRCS)					
Type of Charter (Commonwealth or Horace Mann)	Commonwealth	Location	Foxborough		
Regional or Non-Regional	Regional	Districts in Region	Attleboro, Avon, Brockton, Canton, Easton, Foxborough, Mansfield, Medfield, Medway, Millis, Norfolk, North Attleboro, Norton, Norwood, Plainville, Sharon, Stoughton, Walpole, West Bridgewater, Wrentham		
Year Opened	1998	Year(s) Renewed	2003 2008 2013 2018 2023		
Maximum Enrollment	1700	Chartered Grade Span	K-12		

#### **Mission Statement:**

Foxborough Regional Charter School will provide students a challenging academic program to prepare them for college by stressing achievement, discipline, hard work and accountability. We will continually challenge all of our students, regardless of ability, so that we will lead the Commonwealth of Massachusetts in all statewide standards and assessments.

Foxborough Regional Charter School will promote positive ethical, moral, and civic values and prepare students to serve their respective communities as leaders and good citizens. We will present students with projects and issues requiring critical thinking, problem-solving, decision-making, and real-life applications of their academic studies through our Student Life and Community Service Learning programs which are integral components of the overall educational experience at Foxborough Regional Charter School.

Foxborough Regional Charter School will commit itself to providing a supportive, professional, and challenging environment for its Teachers and Staff which recognizes the value of professional development, creativity, and initiative. We will constantly seek new ways to allow our teachers and Staff to perform to the best of their potential in a collegial atmosphere that recognizes unique talents and the commitment to excel

#### **Key Design Elements**

- 1. Preparing all students to be successful in college and career (Page 3)
- 2. Providing a rigorous academic program and global learning experience to all students (Page 4)
- **3.** Providing comprehensive professional development for teachers and staff to ensure ongoing highly engaged highly qualified and innovative instructional practices (*Page 6*)

# The charter school commits to meeting Criteria 1 through 10 as outlined in the Charter School Performance Criteria.

Date of Preliminary Department Approval:	January 26, 2024
Date of Board Approval:	
Date of Department Approval:	

#### Objectives and Measures related to Mission and Key Design Elements (required):

#### Objective (KDE 1: Preparing all students to be successful in college and career)

Foxborough Regional Charter School will enhance student academic performance to meet college and career success standards, as evidenced by an increase in overall student proficiency in District Determined Measures.

#### Measure:

By the end of each academic year, students in grades 4, 8, and 10 will demonstrate a 3% growth in their student growth percentile (SGP) in mathematics MAP assessment.

#### Data to be reported:

• Beginning, Middle, End of Year MAP results

#### **Data collection plan:**

- The Director of Teaching and Learning will oversee collection and analysis.
- The school will use academic assessment grades and daily attendance data to monitor individual student progress.
- Attendance and academic data will be collected and stored in the Panorama database.

#### Measure:

By the end of each academic year, students in grades 4, 8, and 10 will demonstrate a measurable academic advancement of 3% growth in their student growth percentile (SGP) in English Language Arts (ELA) MAP assessment.

#### Data to be reported:

• Beginning, Middle, End of Year MAP results

#### Data collection plan:

- The Director of Teaching and Learning will oversee collection and analysis.
- The school will use academic assessment grades and daily attendance data to monitor individual student progress.
- Attendance and academic data will be collected and stored in the Panorama database.

#### Measure:

Annually, there will be a 5% reduction in discipline referrals reflecting the effectiveness of classroom learning environments that are supportive, culturally responsive, and emphasize the cultivation of community and relationships.

#### Data to be reported:

- Number of referrals in previous year
- Number of referrals in current year
- Percentage decrease from data

#### **Data collection plan:**

- Director of School Climate and Culture will oversee SEL program implementation and monitoring.
- The school will conduct student survey assessments to help measure and support each student's soft skills (growth mindset, self efficacy, social awareness and self management)
- Assessments will be conducted 2X/year to collect student data (BIMAS/ Panorama)
- Data will be stored in the Panorama database and SchoolBrains SIS

#### Objective (KDE 2 Providing a rigorous academic program and global learning experience to all students ):

Foxborough Regional Charter School will enhance students' sense of identity, community, and ethics, and foster the ability to define and advance equity and justice with respect to human systems through core instruction.

#### Measure:

Annually, 100% of FRCS students will learn about and participate in a celebration of cultural holidays and traditions; collaborate, connect, or communicate with students from international schools and classrooms, and/or travel abroad on international service-learning trips.

#### Data to be reported:

- Events recorded on the school calendar
- Local, state, regional, national, and international collaborations
- Trip itineraries
- Suspension data

#### Data collection plan:

- Outreach team will document holidays and celebrations on the district-wide calendar
- Principals will document collaborations with partner schools
- Chaperones and advisors will document itineraries of field trips and local/international travel

#### Measure:

Each year, as a result of targeted interventions implemented by the Student Intervention Team (SIT) for identified students, those students will achieve a minimum of a 5% improvement in their overall MAP ELA and/or math assessments and a 10% reduction in behavioral incidents, as measured by behavior tracking systems.

#### Data to be reported:

- Beginning of year and end of year BIMAS results for grades 4, 8, and
   12 will inform skills to work on throughout the year
- Attendance data
- Retention data
- Suspension data

#### Data collection plan:

- Teachers will conduct BIMAS assessments on students twice a year
- Attendance, retention and suspension data will be stored in Panorama

<u>Objective</u> (KDE 3 Providing comprehensive professional development for teachers and staff to ensure ongoing highly engaged highly qualified and innovative instructional practices ):

Foxborough Regional Charter School will strengthen educator effectiveness by using data driven instructional practices to drive instructional decision making and adjustments to instruction specifically in the area of culturally Responsive Teaching.

#### Measure:

Each year, 80% of teachers in their third year and beyond will score at least proficient or above on Indicator 2D, Cultural Proficiency, based on the criteria outlined in the DESE classroom teacher evaluation rubric.

#### Data to be reported:

- Orientation week agendas
- Evaluation summaries

#### Data collection plan:

- The Professional Development Coordinator will oversee the collection of the agendas and workshop summaries aimed at developing teachers' cultural proficiency.
- The data will be housed in the Vector professional development database.
- Evaluation Data to be submitted by Principals.

#### Measure:

Annually, 80% of teachers will affirm on an annual teacher survey that the professional development provided has enhanced their instructional practices, with a target survey response rate of 70%.

#### Data to be reported:

- Number and percentage of teachers respond that they agree that PD offered at the school improved their instructional practice
- Number and percentage of teachers who responded to the survey

#### Data collection plan:

- Conduct staff survey and analyze results
- The Professional Development coordinator will oversee the collection of the agendas and workshop summaries.
- The data will be housed in the Vector professional development database.

<u>Objective</u> (DISSEMINATION Providing innovative models for replication and best practices to other public schools in the district where the charter school is located.):

Foxborough Regional Charter School is committed to sharing best practices with the public school communities in our sending districts.

#### Measure:

Each year through the charter term, Foxborough Regional Charter School will share its mentor and teacher induction programming with other local public schools in MA

#### Data to be reported:

- List of schools that were contacted for collaboration
- Number of responsive and participating Districts

#### Data collection plan:

• Each year, the District Mentor Coordinator will contact all 20 sending districts to offer programming resources, materials and supports.