



Foxborough Regional Charter School

Board Meeting

Published on June 13, 2024 at 3:27 PM EDT
Amended on June 14, 2024 at 8:35 AM EDT

Date and Time

Monday June 17, 2024 at 6:00 PM EDT

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.	Record Attendance		1 m
B.	Call the Meeting to Order		
C.	Privilege of the Floor	Kathleen Crawford	5 m

	Purpose	Presenter	Time
II. Leadership Report			6:06 PM
A. Leadership Report	Discuss	Heidi Berkowitz	3 m
B. Personnel Update	FYI	Mallory St Brice	10 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			6:24 PM
A. Administrative/Housekeeping	FYI	Kathleen Crawford	2 m
B. Board Training	Discuss	Todd Tetreault	2 m
		<ul style="list-style-type: none"> • Discuss any training Board Members have attended 	
C. Board Planning	Vote	Kathleen Crawford	30 m
		<ul style="list-style-type: none"> • FRCS Board Bylaws 	
IV. Board Committee Reports			6:58 PM
A. Academic Excellence	Discuss	Kathleen Crawford	5 m
B. Appeals	Discuss	Kathleen Crawford	5 m
C. Diversity, Equity and Inclusion	Discuss	Anissia Vixamar	5 m
D. Governance	Discuss	Kathleen Crawford	5 m
E. Finance and Facilities	Discuss	Matthew Yezukevich	5 m
V. Policy Review			7:23 PM

	Purpose	Presenter	Time
A. First Reading	Discuss	Mallory St Brice	15 m
<ul style="list-style-type: none"> • Drug Free Policy • Cellphone Policy 			
B. Second Reading	Discuss		
VI. Community Groups			7:38 PM
A. FEA	Discuss	Heidi Berkowitz	2 m
B. 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. Meeting Summary and Items for Next Meeting			7:46 PM
A. Board Calendar	Discuss	Sergio Martin	5 m
Review Next Month			
B. Items for Next Meeting	Discuss	Sergio Martin	5 m
<ul style="list-style-type: none"> • Items to follow up on • New items to review 			
VIII. Minutes of Meetings			7:56 PM
A. Approval of Minutes	Vote	Todd Tetreault	15 m
<ul style="list-style-type: none"> • October 10, 2023 • October 18, 2023 • November 14, 2023 • November 28, 2023 • December 12, 2023 • December 21, 2023 • January 9, 2024 • February 13, 2024 • March 12, 2024 			

- | | Purpose | Presenter | Time |
|---|---------|-----------|------|
| <ul style="list-style-type: none"> • April 9, 2024 • May 2, 2024 • May 6, 2024 | | | |

IX. Executive Session 8:11 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.

X. Closing Items 8:12 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.

Coversheet

Personnel Update

Section: II. Leadership Report
Item: B. Personnel Update
Purpose: FYI
Submitted by:
Related Material: HR Update-Open Positions 5.9.24.pdf

FOXBOROUGH REGIONAL CHARTER SCHOOL- CURRENT OPEN POSITIONS

Jobs - Location	Jobs - Title
District	District Wide K-12 Substitute Teachers Pool [SY23-24]
District	Long Term Substitutes needed SY 23-24 (Pool)
District	School Nurse, Per Diem Pool
Elementary School	Elementary School Spanish Teacher (K-4) [SY24-25]
Elementary School	Kindergarten Teacher Assistant Long Term Sub [SY23-24]
Elementary School	.5 Physical Education .5 Visual Arts Long Term Substitute Teacher
Elementary School	Teacher's Aide, Kindergarten, Elementary K-4 [SY23-24]
Elementary School	Administrative Assistant, Elementary School 10- Month Employee
Elementary School	Teacher, General Education, Elementary K-4 (Candidate Pool)
Elementary School	Teacher, English as a Second Language (ESL), Elementary K-4 [SY24-25]
Elementary School	School Nurse
Elementary School	Teacher, Inclusion - Special Education, Elementary K-4 [SY24-25]
Elementary School	Special Education Teacher, Substantially Separate Classroom, Elementary K-4 [SY24-25]
Middle School	Adjustment Counselor, Middle School 5-8
Middle School	School Based Building Substitute Teacher, Middle School 5-8
Middle School	Reading Specialist Special Education SY 23-24/ 24-25
Middle School	Teacher, Middle School 5-8 SY 2024-2025- All Subjects
Middle School	Teacher, Physical and Health Education, Middle School 5-8 [SY 23-24]
Middle School	7th Grade Science Teacher [SY24-25]
Middle School	Middle School Reading Interventionist SY [24-25]
Middle School	Special Education Inclusion Teacher Middle School 5-8 [SY24-25]

District 3 rolling talent pools

Elementary School 10

Middle School 8

High School 0

TOTAL POSITIONS 18

Coversheet

Enrollment Update

Section: II. Leadership Report
Item: C. Enrollment Update
Purpose: FYI
Submitted by:
Related Material: May 24 Board Update Enrollment.docx



Enrollment Update May 9, 2024

SY 23-24 Enrollment

Grade	Enrollment Goal	Enrollment Total as of 4/4/24	Withdrawals to Date
K	145	125	7
Grade 1	145	140	27
Grade 2	145	135	29
Grade 3	145	145	23
Grade 4	145	140	30
Grade 5	130	129	25
Grade 6	130	112	45
Grade 7	130	117	27
Grade 8	110	104	23
Grade 9	105	88	41
Grade 10	105	89	13
Grade 11	94	85	8
Grade 12	88	85	4
Total	1617	1494	302

Withdrawals by Grade/Town

	Attleboro	Brockton	N. Attleboro	Mansfield	Foxborough	Norton
Kindergarten	0	3	1	0	0	1
Grade 1	6	4	3	0	2	1
Grade 2	3	7	5	0	5	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	11	5	4	4	0
Grade 7	2	6	1	1	0	2
Grade 8	4	10	1	1	0	1
Grade 9	11	9	2	1	1	1
Grade 10	4	3	0	2	0	0
Grade 11	1	2	0	0	0	2
Grade 12	0	2	0	0	0	0
Total	59	69	31	10	17	15

SY 24-25 Enrollment

Grade Level	Current Enrollment	Withdrawals for SY 24-25	New Registrations	Current Status	Waitlist	Siblings on WL	Applications from 4/1 to 5/1	Offers on 5/8
K	0	0	105	105	0	3	22	22
1	125	2	18	141	28	1	10	14
2	140	3	13	150	20	1	3	5
3	136	3	15	148	22	5	6	10
4	145	3	14	156	25	5	12	5
5	140	3	14	151	21	1	11	4
6	129	2	12	139	28	4	8	10
7	112	0	8	120	15	1	5	5
8	117	0	7	124	18	0	2	5
9	105	13	1	93	71	3	16	10
10	88	1	0	87	-	-	-	-
11	89	0	0	89	-	-	-	-
12	85	0	0	85	-	-	-	-
	1411*	30	207	1588	248	24	95	90

*This includes 0 Kindergarten students. All other grade levels are rolled up.

The Admissions Office has initiated a new procedure by sending an "Intent to Return" form to all existing families. This form serves the purpose of discerning which students will be continuing their education at FRCS for the academic year 2024-2025, as well as identifying families considering alternative schooling options. Currently, the response rate to the form stands at 66% (934 responses). Efforts are ongoing to engage with families who have not yet replied, ensuring a comprehensive understanding of enrollment numbers as we approach the summer months.

The enrollment application was re-opened for a month period (April 1 – May 1.) 97 applications were submitted during that time, 22 of which are Kindergarten applications. Following the secondary enrollment lottery on May 8th, 90 enrollment offers were extended with a seven-day registration window of May 13th through May 21st. The application will be reopened once again June 1st through June 30th with a lottery to be held on July 10th.

Coversheet

Board Planning

Section: III. Board Business

Item: C. Board Planning

Purpose: Vote

Submitted by:

Related Material:

FRCS_By-Laws_-_May_2023 (1) DESE comments (003)- MARCH 18 REVISIONS 2024.docx



BYLAWS of THE FOXBOROUGH REGIONAL CHARTER SCHOOL

ARTICLE I

Name

Section 1.1 Name: The name of this public entity shall be the Foxborough Regional Charter School (the "Charter School").

ARTICLE II

Purposes

Section 2.1 Charter: The purpose of Foxborough Regional Charter School is to operate a K-12 public school in the town of Foxborough, Massachusetts, chartered as set forth in its Charter dated February 25, 1998, issued by the Secretary of Education of the Commonwealth of Massachusetts and in Massachusetts General Laws c. 71, S89, as each may be amended from time to time. The Board of Trustees holds the charter granted by the Commonwealth of Massachusetts.

Commented [BP(1)]: This title for the section more accurately reflects the content.

Commented [BP(2)]: This information is also included in 3.2. Recommend keeping it here and deleting below.

ARTICLE III

Board of Trustees

Section 3.1 Number and Election: The Board of Trustees shall consist of not fewer than five (5) and not more than 15 members. Trustees shall be elected at the annual meeting or at a meeting called for that purpose to take office immediately upon appointment by the Commissioner of Elementary and Secondary Education and hold office until the annual meeting of the Trustees at which their respective terms expire.

Commented [BP(3)]: Individuals who have elected as members may not serve until they have been approved by the commissioner.

Commented [BP(4)]: This language undermines term limits and must be removed.

Section 3.2 Selection and Term of Office: Trustees shall be elected to three (3) year terms with a limit of 4 successive and total terms that a Trustee may serve. Trustees shall be elected for staggered terms of up to three (3) years, so that the terms of approximately one-third (1/3) of the Trustees will expire each year. The Board shall include ex officio, as voting member, the Chair of the Charter School. The Board of Trustees may not discriminate against potential members on the basis of race, color, national origin, creed, ancestry, ethnicity, age, gender identity, religion, marital status, sexual orientation, or non-disqualifying handicap or mental condition. The board of trustees will exercise due diligence in assessing the suitability of candidates for board membership with respect to potential conflicts of interest and areas of skill and expertise that will be of value to the board of trustees, such due diligence to occur prior to a vote by the board of trustees to request the Commissioner to appoint the proposed member(s). Prior to submitting a candidate to the Commissioner for approval, the board of trustees must determine that no financial interests under G.L. c. 268A exist which may preclude a majority of the board from participating in deliberations or voting on certain matters within the scope of the board's authority. 603 CMR 1.06(2)(b).

Commented [BP(7)]: This language undermines term limits and must be removed.

Commented [BP(8)]: This language must be removed unless it is current practice.

Commented [BP(5)]: This is typically only a practice for founding boards. Unless this is current practice, it needs to be removed.

Commented [HB6R6]: We will review with the Board

Commented [BP(9)]: This language needs to be removed or revised for accuracy. Does Chair of the Charter School refer to the Executive Director? Has the ED been a voting member of the board? If so, the ED has not been approved by the commissioner as a board member.

Section 3.3 Powers/Duties: The Board of Trustees shall have and may exercise all the powers of the Charter School as set forth in Massachusetts General Laws c. 71, S89 and 603 CMR 1.00, as each may be amended from time to time. The Board of Trustees is a public entity, and each member thereof, is a special state employee. The Board of Trustees, which operates independently of any school committee, shall ensure that the school and its Board members shall comply with all applicable laws and regulations regulating charter schools in Massachusetts. The Board of Trustees shall ensure that the Charter School is academically

Commented [BP(10)]: This moved here from 6.2, replacing the older checklist language that is removed below.

Commented [BP(11)]: This is already stated in 2.1

successful, organizationally viable, faithful to the terms of its charter and earns charter renewal. The Board of Trustees is a public employer for the purposes of tort liability (M.G.L. Chapter 258) and for collective bargaining purposes- (M.G.L. Chapter 150E). The Board of Trustees has the responsibility to select, appoint, evaluate, and/or- remove the Executive Director, however it is prohibited from exercising managerial powers over the day-to-day operations of the school. *The board of trustees will fulfill their fiduciary responsibilities, including but not limited to, the duty of loyalty and duty of care, as well as the obligation to oversee the school's budget.* 603 CMR 1.06(1)

The Board of Trustees must ensure that school operates in compliance with all applicable state and federal laws including, but not limited to:

- Successfully completing the opening procedures process in accordance with G.L. c. 70, § 89; 603 CMR 1.00; and any guidelines issued by the Department;
- Requesting the Commissioner's appointment of any new trustees and receiving that approval prior to any new trustees beginning their service as members;
- Submitting timely annual reports;
- Submitting timely annual independent audits;
- Hiring, evaluating, and removing, if necessary, qualified personnel to manage the charter school's day-to-day operations and holding these administrators accountable for meeting specified goals;
- Approving and monitoring progress towards meeting the goals of the school's Accountability Plan;
- Adopting and revising school policies, including plans for student recruitment and retention;
- Responding to complaints in writing as required by 603 CMR 1.09; and
- Ensuring that members of the board receive an orientation and training regarding their duties and obligations as members of a board of trustees.
- 603 CMR 1.06(1)(a-i)

Section 3.4 Regular Meetings: Regular meetings of the Board of Trustees shall be held at such places, within the Commonwealth of Massachusetts, and at such times as the Board of Trustees- may from time to time determine; however the Board of Trustees must meet at least quarterly. Written notice of a regular meeting of the Board of Trustees shall be given no less than forty-eight (48) hours before the meeting by posting the meeting and agenda to the Board's current electronic platform, via email and web postings. *leaving such notice with the Trustee or by email, or at the Trustee's residence or usual place of business, or by mailing it, postage prepaid, addressed to such Trustee at the trustee's address, as it appears upon the records of the Charter School.* No notice to the Trustees shall be required for any regular meeting held at a time and place fixed in advance by the Board of Trustees, if notice of the times and places so fixed for regular meetings shall have been given to such Trustee within the same calendar year, in writing, as specified above.

Section 3.5 Special Meetings: Special meetings of the Board of Trustees may be held at any time and at any place, within the Commonwealth of Massachusetts, when called by the Chair or by two (2) or more Trustees, reasonable notice thereof being given to each Trustee by the Secretary, or, in case of the death, absence, incapacity, or refusal of the Secretary, by the Officer or Trustees calling the meeting, or at any time without call or formal notice, provided all the Trustees are present or waive notice thereof by a writing which is filed with the records of the meeting. In any case, it shall be deemed sufficient notice to a Trustee to send notice by email at least forty-eight (48) hours, before the meeting, addressed to the Trustee at the Trustee's usual email address.

Section 3.6 Annual Meetings: The Annual Meeting of the Trustees shall be held on the second Tuesday in the month of November, if it be not a legal holiday, and if it be a legal holiday, then on the next succeeding day not a legal holiday, at such hour and place as the Chair or the Secretary may determine. Purposes for which an annual meeting is to be held, in addition to those prescribed by law, and by these Bylaws, may be specified by the Board of Trustees or by a writing signed either by the Chair or by the Vice Chair or by a quorum of the Trustees. If such Annual Meeting is omitted on the day herein provided therefore, a Special Meeting may be held in place thereof, and any business transacted or elections held at such meeting shall have the same

Commented [BP(12): These are duties of the Board. This should not be a separate section.

Commented [BP(13): Moved to clarify that this citation refers to all the requirements in this section, not just the final bullet.

Commented [HB14R14]: Review with Patrick

Commented [BP(17): This language is no longer required in bylaws. It is sufficient to indicate that the board will comply in all respects with the Open Meeting Law. You indicate this in Section 3.10.

Commented [BP(15): Please revise as needed to align with current practice.

Commented [HB16R16]: This is current practice

Commented [BP(18): This is in conflict with the expectation that all board meetings must be held in MA. See Article III, Section 3.5.

Commented [BP(19): Please revise as needed to align with current practice.

Commented [HB20R20]: This is current practice

Commented [BP(21): Please revise as needed to align with current practice.

Commented [HB22R22]: This is current practice

Commented [BP(23): The bylaws stipulate one Vice Chair.

effect as if transacted or held at the Annual Meeting, and in such case such reference in these Bylaws to the Annual Meeting of the Trustees shall be deemed to refer to such Special Meeting. Written notice of the annual meeting of the Board of Trustees shall be given no less than forty-eight (48) hours before the meeting by posting the meeting and agenda to the Board’s current electronic platform, via email and web postings. In case of the death, absence, incapacity or refusal of the Secretary, such notice may be given by any other Officer or by a person designated either by the Secretary or by the person or persons calling the meeting or by the Board of Trustees.

Commented [BP(24): Please revise as needed to align with current practice.

Section 3.7 Quorum: At any meeting of the Trustees, a majority of the Trustees then in office shall constitute a quorum for the transaction of business, but a lesser number may adjourn any meeting from time to time, without notice other than the announcement of adjournment at the meeting, until a quorum is present. When a quorum is present at any meeting, the affirmative vote of a majority of the Trustees in attendance shall, except where a special majority vote is required by law or by these Bylaws, decide any question brought before such meeting.

Commented [HB25R25]: See changes and keep this sentence.

Commented [BP(26): Revised for clarity.

Section 3.8 Complaints: A parent, guardian, or other individuals or groups who believe that the school has violated or is violating any provision of M.G.L. c. 71, § 89, or 603 CMR 1.00 may file a complaint, in writing, with the Board of Trustees. Upon receipt, the Board of Trustees shall conduct a review of such complaints and respond to the complainant(s) in writing within 45 days. Such response shall inform the complainant(s) of the right to submit the complaint in writing to the Commissioner of the Department of Elementary and Secondary Education should they not be satisfied with the response from the Board of Trustees.

Commented [BP(27): Revised to align with regulations.

Section 3.9 Waiver of Notice: Notice of any meeting may be waived if each Trustee, by a writing filed with the records of the meeting, waives such notice.

Commented [BP(28): Revise or remove as needed to align with current practice.

Section 3.10 Open Meeting Law: The Board of Trustees and its committees, irrespective of what the title may be, will comply in all respects with the Open Meeting Law, G.L. c. 30A, §§ 18-25, and the regulations, guidance, and directives of the Office of the Attorney General. This includes, but is not limited to, training, notice of meetings, records of meetings, and executive sessions. G.L. c. 30A, § 18-25

Commented [BP(29): This is the language currently required by the checklist.

Section 3.11 Remote Participation: A member of the board of trustees may participate remotely in a meeting provided that such participation complies with the requirements of 940 CMR 29.10 including, but not limited to, meeting the permissible reasons for remote participation.

Commented [BP(30): This needs to be a separate provision.

Section 3.12³ Conflict of Interest Law: The Board of Trustees complies with the Massachusetts Conflict of Interest Law, M.G.L. Chapter 268A. Members of the board of trustees will comply with the Commonwealth’s state ethics requirements including, but not limited to, meeting all training requirements; complying with G.L. c. 268A, the conflict of interest law; filing all required disclosures under G.L. c. 268A; and filing all statements of financial interest in a timely fashion as required by G.L. c. 71, § 89(u). Failure to comply with state ethics requirements may result in removal of individual board members by the board of trustees or by the Commissioner. G.L. c. 71, § 89(u); 603 CMR 1.06(2)(e)

Section 3.13 Disclosure of Financial Interest: Trustees shall disclose any financial interest or business transactions that they (or any of their immediate family) have in any charter school in Massachusetts or elsewhere with the Massachusetts State Ethics Commission, the Massachusetts Department of Elementary and Secondary Education, and the city or town clerk in which the school is located within 30 days of joining the Board of Trustees and by September 1 annually, including the year after service is completed, unless service is less than 30 days in that year.

ARTICLE IV

Committees

Section 4.1 Committees: The Board of Trustees may from time to time create such committees as it deems necessary or desirable for the conduct of the affairs of the Charter School, to which may be appointed such persons as the Board may determine. Except as the Trustees may otherwise determine, any committee may make rules for the conduct of its business, but unless otherwise provided by the Trustees or in such rules, its business shall be conducted in a manner similar to that provided in these Bylaws for the Trustees.

Commented [BP(31): Please revise to specify each of the standing committees, the parameters of each standing committee's work, and the membership of each committee.

Commented [BP(32): Please revise to clarify who may serve on board committees and how they are appointed. If individuals who are not trustees may serve on board committees, that must be stated.

Commented [HB33R33]: We will review with the Board

ARTICLE V

Officers

Section 5.1 Election: The Officers of the Charter School shall consist of a Chair, a Vice Chair, a Treasurer and a Secretary. Other Officers, their powers and their terms of office, may be prescribed by a majority of Trustees from time to time as the Board of Trustees may determine. All Officers shall be elected by the Trustees at any meeting thereof.

Section 5.2 Qualification and Powers: Each Officer shall be a Trustee. Subject to law and to the other provisions of these Bylaws, each Officer shall hold office for a term of one (1) year. Each Officer shall, subject to these Bylaws, have in addition to the duties and powers herein set forth, such duties and powers as the Board of Trustees shall from time to time designate.

Commented [BP(34): Please specify the number of years permitted. It can be the same as the term limit for trustees if desired.

Section 5.3 Chair: The Chair shall subject to law, to the other provisions of these Bylaws, and to the general supervision of the Board of Trustees, have general charge of the governance of the Charter School. The Chair shall preside at all meetings of the Board of Trustees and the Executive Committee, if there be one. In absence of the Chair, the Vice chair shall preside, and in absence of the Vice Chair, the Chair shall designate a Chair *ad interim*.

Commented [BP(35): If this is a standing committee, it needs to be described in Article IV.

Commented [HB36R36]: We will review with the Board

Section 5.4 Vice-Chair: In the absence of the Chair, the Vice-Chair shall, subject to law, and to the other provisions of these Bylaws, and to the general supervision of the Board of Trustees, have general charge of the governance of the Charter School. The Vice Chair shall preside at all meetings of the Board of Trustees and the Executive Committee, if there be one. In absence of the Vice Chair, the Secretary or Treasurer shall preside, and in absence of the Vice Chair, the Chair shall designate a Chair *ad interim*.

Commented [BP(37): If this is a standing committee, it needs to be described in Article IV.

Commented [HB38R38]: We will review with the Board

Section 5.5 Secretary: The Secretary or a designee shall keep the records of all meetings of the Board of Trustees and committees of the Board. The Secretary maintains agendas and meeting notes and oversees compliance to Open Meeting Law.

Commented [BP(39): Please revise to further clarify the Secretary's duties, including duties relative to the Open Meeting Law.

Section 5.6 Treasurer: The Treasurer shall, subject to the direction and under the supervision of the Board of Trustees, have general charge of the financial concerns of the Charter School and the care and custody of the funds, securities, and valuable papers of the Charter School, except the Treasurer's own bond, if any, and shall have power to endorse for deposit or collection all notes, checks, drafts, and other obligations and orders for the payment of money payable to the Charter School or its order, and to accept drafts on behalf of the Charter School. The Treasurer shall keep, or cause to be kept, accurate books of account, which shall be the property of the Charter School, and if required by the Board of Trustees, shall give bond for the faithful performance of the duties of the office in such form, in such sum, and with such sureties as the Board of Trustees shall require.

ARTICLE VI

Resignations, Removals, and Vacancies

Section 6.1 Resignations and Removals: Any Trustee or Officer may resign at any time by delivering written notice of resignation to the Chair or the Secretary or to a meeting of the Board of Trustees. Any Trustee or

Trustees may be removed from office, with or without cause, by vote of at least sixty (60%) percent of the number of Trustees then in office, at any meeting called for that purpose with at least fourteen (14) days advance notice, in writing or by email, to all Trustees. The Board of Trustees may, by vote of a majority of the Trustees present at voting, censure or remove from office, with or without cause, any Officer appointed by the Board or terminate or modify the authority of any such Officer.

Commented [BP(40): Please revise. Permitted options include majority vote or special majority (2/3) vote. A sixty percent majority is not permitted.

Commented [BP(41): Please revise as needed to align with current practice.

Section 6.2 Vacancies: If the position of any Trustee becomes vacant, by reason of death, resignation, removal, disqualification or otherwise, a successor may be appointed by a majority of the Trustees then in office, which appointment may be held at the same meeting at which a former Trustee resigns or is removed, provided that the Trustees shall receive at least fourteen (14) days advance written notice or by email of the intent to elect a successor Trustee. Any vacancy on any committee of the Board may be filled by a majority of the Trustees then in office. If any office becomes vacant, the Board of Trustees may appoint a successor, by vote of a majority of the Trustees present and voting. Each such successor shall hold office for the unexpired term. The Board of Trustees shall have and may exercise all its power notwithstanding the existence of one (1) or more vacancies in its number.

Commented [BP(42): Please ensure that this is also specified in Article IV.

Commented [BP(43): Please clarify here or in Section 3.2 whether partial terms count toward term limits.

ARTICLE VII

Indemnification

Commented [BP(44): This section needs to be revised. See attached Indemnification Guidance and sample indemnification provision.

Section 7.1: The Charter School shall, to the extent legally permissible, indemnify its Officers and Trustees, and their respective heirs, executors, administrators or other representatives from any costs, expenses, attorney's fees, amounts reasonably paid in settlement, fines, penalties, liabilities and judgments incurred while in office or thereafter by reason of any such Officer or Trustee's being or having been an Officer or Trustee of the Charter School or by reason of such Officer or Trustee's serving or having served at the request of the Charter School as Executive Director, Trustee, Officer, employee, or other agent of another organization, or in any capacity with respect to any employee benefit plan, unless with respect to the matter as to which indemnification is sought the Officer or Trustee shall have been or is adjudicated in any proceeding not to have acted in good faith in the reasonable belief that his or her action was in the best interests of the Charter School. Such indemnification may include payment by the Charter School of expenses incurred in defending a civil or criminal action or proceeding, upon receipt of an undertaking by the person to be indemnified to repay such payment if he or she shall be not entitled to indemnification under this paragraph.

Section 7.2: The Charter School, the extent legally permissible, may indemnify its employees and other agents, including but not limited to its volunteers, from any costs, expenses, attorney's fees, amounts reasonably paid in settlement, fines, penalties, liabilities and judgments incurred while in office or thereafter by reason of any such person's being or having been an employee or agent of the Charter School or by reason of such person's serving or having served at the request of the Charter School as Executive Director, Trustee, Officer, employee, or other agent of any other organization, or in any capacity with respect to any employee benefit plan, unless with respect to the matter as to which indemnification is sought the employee shall have been or is adjudicated in any proceeding not to have acted in good faith in the reasonable belief that the Trustee's action was in the best interests of the Charter School. Such indemnification may include a payment by the Charter School of expenses incurred in defending a civil or criminal action or proceeding, upon receipt of an undertaking by the person to be indemnified to repay such payment if he or she shall be not entitled to indemnification under this section. In determining whether to provide indemnification under this paragraph, the Charter School may consider, among other factors, whether and to what extent insurance is or was available to the person seeking indemnification and whether and to what extent insurance is available to the Charter School such indemnification.

Section 7.3: The determination whether an Officer or Trustee is entitled to indemnification and the determination whether the Charter School will indemnify an employee or other agent shall be made at a

meeting of the Board of Trustees by a disinterested majority of the Trustees present thereat, provided that there is an opinion in writing of counsel retained by the Charter School to the effect that such Officer or Trustee appears to have acted in good faith in the reasonable belief that the Trustee's action was in the best interests of the Charter School.

ARTICLE VIII

Fiscal Year

Section 9.1: The fiscal year of the Charter School shall begin on July 1 and end on June 30 of the following calendar year.

ARTICLE IX

Amendments

Section 11.1: These Bylaws may be altered, amended or repealed in whole or in part by the affirmative vote of two-thirds of the Trustees then in office, present at any regular or special meeting of the Board of Trustees, duly called at which a quorum is present, and the notice of which specifies that one of the purposes of the meeting is the amendment of these Bylaws, subject to approval by the commissioner of elementary and secondary education.

Coversheet

Finance and Facilities

Section: IV. Board Committee Reports
Item: E. Finance and Facilities
Purpose: Discuss
Submitted by:
Related Material: FY2025 Preliminary Budget 6 7 2024 Rolled Up.xlsx
May 31, 2024 Budget to Actual (Comparative Summary).pdf
May 31, 2024 Budget to Actual (Summary).pdf
May 2024 Balance Sheet Summary.pdf
Operations_Department_Update_June 11, 2024 (1).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](#):

FY2025 Preliminary Budget 6 7 2024 Rolled Up.xlsx

Financial Report - Budget to Actual (Comparative Summary)

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Foxborough Regional Charter School For 5/31/2024

	Budget FY2024	YTD Actual 5/31/24	Current Year Budget - Actual	Current Year % of Budget	Budget FY2023	YTD Actual 5/31/23	Prior Year Budget - Actual	Prior Year % of Budget
REVENUES								
Per Pupil Tuition	27,900,000.00	26,038,355.00	(1,861,645.00)	(93.33)	27,462,500.00	24,614,206.00	(2,848,294.00)	(89.63)
Federal Grants/Reimbursements	1,202,133.00	539,697.18	(662,435.82)	(44.89)	1,278,261.00	689,373.30	(588,887.70)	(53.93)
State Grants/Reimbursements	0.00	10.00	10.00	0.00	0.00	20.00	20.00	0.00
Other Grant Revenues	5,650.00	5,650.00	0.00	(100.00)	0.00	3,000.00	3,000.00	0.00
Food Service Program	650,000.00	938,778.03	288,778.03	(144.43)	521,000.00	757,731.12	236,731.12	(145.44)
Extended Day Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transportation Program	690,000.00	701,332.90	11,332.90	(101.64)	901,072.00	635,931.31	(265,140.69)	(70.57)
Building Rental Revenue	60,000.00	54,000.00	(6,000.00)	(90.00)	60,000.00	57,250.00	(2,750.00)	(95.42)
Other Revenues	186,000.00	578,180.67	392,180.67	(310.85)	75,500.00	271,161.87	195,661.87	(359.15)
Total Revenues	30,693,783.00	28,856,003.78	(1,837,779.22)	(94.01)	30,298,333.00	27,028,673.60	(3,269,659.40)	(89.21)
EXPENSES								
Personnel								
Administration & Finance	1,259,452.39	1,069,832.03	189,620.36	84.94	1,327,446.00	1,070,825.10	256,620.90	80.67
Teaching & Learning	13,005,261.90	9,727,910.74	3,277,351.16	74.80	12,314,259.00	8,450,947.14	3,863,311.86	68.63
Student Activities	1,231,229.00	961,025.42	270,203.58	78.05	2,150,968.00	1,402,023.74	748,944.26	65.18
Operations	892,698.54	791,768.60	100,929.94	88.69	821,363.00	716,557.46	104,805.54	87.24
Grants	430,891.00	275,101.59	155,789.41	63.84	393,520.00	278,312.77	115,207.23	70.72
Subtotal Personnel	16,819,532.83	12,825,638.38	3,993,894.45	76.25	17,007,556.00	11,918,666.21	5,088,889.79	70.08
Operating Costs								
Administration & Finance	970,640.00	681,498.97	289,141.03	70.21	814,715.00	538,206.24	276,508.76	66.06
Teaching & Learning	725,961.59	336,330.89	389,630.70	46.33	762,878.00	270,969.59	491,908.41	35.52
Student Activities	3,574,385.00	3,152,726.62	421,658.38	88.20	2,798,457.00	2,800,219.13	(1,762.13)	100.06
Operations	2,361,151.00	1,975,788.21	385,362.79	83.68	2,093,130.00	1,953,731.82	139,398.18	93.34
Employee Benefits	2,460,076.00	1,970,703.59	489,372.41	80.11	2,592,646.00	1,837,084.50	755,561.50	70.86
Grants	681,186.00	202,077.42	479,108.58	29.67	814,741.00	539,013.67	275,727.33	66.16
Subtotal Operating Costs	10,773,399.59	8,319,125.70	2,454,273.89	77.22	9,876,567.00	7,939,224.95	1,937,342.05	80.38
Total Expenses	27,592,932.42	21,144,764.08	6,448,168.34	76.63	26,884,123.00	19,857,891.16	7,026,231.84	73.86
NET BUDGET FROM OPERATIONS	3,100,850.58	7,711,239.70	4,610,389.12	(248.68)	3,414,210.00	7,170,782.44	3,756,572.44	(210.03)
Capital Outlay	305,000.00	302,324.89	2,675.11	99.12	890,000.00	1,025,143.27	(135,143.27)	115.18
Debt Service	2,446,147.00	657,905.24	1,788,241.76	26.90	2,477,216.00	690,964.15	1,786,251.85	27.89
Depreciation	0.00	2,240,640.24	(2,240,640.24)	0.00	0.00	2,186,144.57	(2,186,144.57)	0.00
Board Capital Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET BUDGET RESERVED	349,703.58	4,510,369.33	4,160,665.75	(1,289.77)	46,994.00	3,268,530.45	3,221,536.45	(6,955.21)

Financial Report - Budget to Actual (Summary)

Foxborough Regional Charter School

For 5/31/2024

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	Budget	Actual	Budget - Actual	% of Budget
REVENUES				
Per Pupil Tuition	27,900,000.00	26,038,355.00	(1,861,645.00)	(93.33)
Federal Grants/Reimbursements	1,202,133.00	539,697.18	(662,435.82)	(44.89)
State Grants/Reimbursements	0.00	10.00	10.00	0.00
Other Grant Revenues	5,650.00	5,650.00	0.00	(100.00)
Food Service Program	650,000.00	938,778.03	288,778.03	(144.43)
Extended Day Program	0.00	0.00	0.00	0.00
Transportation Program	690,000.00	701,332.90	11,332.90	(101.64)
Building Rental Revenue	60,000.00	54,000.00	(6,000.00)	(90.00)
Other Revenues	186,000.00	578,180.67	392,180.67	(310.85)
Total Revenues	30,693,783.00	28,856,003.78	(1,837,779.22)	(94.01)
EXPENSES				
Personnel				
Administration & Finance	1,259,452.39	1,069,832.03	189,620.36	84.94
Teaching & Learning	13,005,261.90	9,727,910.74	3,277,351.16	74.80
Student Activities	1,231,229.00	961,025.42	270,203.58	78.05
Operations	892,698.54	791,768.60	100,929.94	88.69
Grants	430,891.00	275,101.59	155,789.41	63.84
Subtotal Personnel	16,819,532.83	12,825,638.38	3,993,894.45	76.25
Operating Costs				
Administration & Finance	970,640.00	681,498.97	289,141.03	70.21
Teaching & Learning	725,961.59	336,330.89	389,630.70	46.33
Student Activities	3,574,385.00	3,152,726.62	421,658.38	88.20
Operations	2,361,151.00	1,975,788.21	385,362.79	83.68
Employee Benefits	2,460,076.00	1,970,703.59	489,372.41	80.11
Grants	681,186.00	202,077.42	479,108.58	29.67
Subtotal Operating Costs	10,773,399.59	8,319,125.70	2,454,273.89	77.22
Total Expenses	27,592,932.42	21,144,764.08	6,448,168.34	76.63
NET BUDGET FROM OPERATIONS	3,100,850.58	7,711,239.70	4,610,389.12	(248.68)
Capital Outlay	305,000.00	302,324.89	2,675.11	99.12
Debt Service	2,446,147.00	657,905.24	1,788,241.76	26.90
Depreciation	0.00	2,240,640.24	(2,240,640.24)	0.00
Board Capital Reserve	0.00	0.00	0.00	0.00
NET BUDGET RESERVED	349,703.58	4,510,369.33	4,160,665.75	(1,289.77)

Financial Report - Balance Sheet (Summary)
Foxborough Regional Charter School
For 5/31/2024

	5/31/2024	6/30/2023	Change
ASSETS			
Current Assets			
Cash - operations	12,208,375.02	14,648,448.26	(2,440,073.24)
Cash - debt service reserve	2,963,082.63	3,058,064.88	(94,982.25)
Accounts Receivable:			
Intergovernmental	2,229,839.63	1,540,653.88	689,185.75
Other	21,390.53	4,063.68	17,326.85
Prepaid Expenses	340.08	649.00	(308.92)
Total Current Assets	17,423,027.89	19,251,879.70	(1,828,851.81)
Capital Assets			
Right-Of-Use-Asset	324,662.00	324,662.00	0.00
Land/Building Improvements	52,679,975.15	48,188,078.63	4,491,896.52
Furniture, equipment and software	6,455,926.61	6,381,879.83	74,046.78
Construction in progress	236,361.26	884,903.03	(648,541.77)
Less: accumulated depreciation and amortization	(21,101,747.56)	(18,861,107.32)	(2,240,640.24)
Total investment in capital assets	38,595,177.46	36,918,416.17	1,676,761.29
Loss on defeasance (2017 bonds)	3,466,614.47	3,466,614.47	0.00
TOTAL ASSETS	59,484,819.82	59,636,910.34	(152,090.52)
LIABILITIES AND NET ASSETS			
Accounts Payable	569,460.93	1,699,329.21	(1,129,868.28)
Accrued expenses	50,410.44	724,101.65	(673,691.21)
Accrued compensation	50,716.87	1,568,307.43	(1,517,590.56)
Bonds payable - US Bank	0.00	0.00	0.00
Deferred income	0.00	117,049.82	(117,049.82)
Lease Liability	83,965.69	149,777.52	(65,811.83)
Total current liabilities	754,553.93	4,258,565.63	(3,504,011.70)
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	2,980,112.70	3,453,560.85	(473,448.15)
Total loans payable (Eastern)	2,980,112.70	3,453,560.85	(473,448.15)
Total liabilities	28,170,037.43	32,832,497.28	(4,662,459.85)
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	4,510,369.33	3,195,455.13	1,314,914.20
Total net assets	31,314,782.39	26,804,413.06	4,510,369.33
TOTAL LIABILITIES AND NET ASSETS	59,484,819.82	59,636,910.34	(152,090.52)



Operations Department Update June 11, 2023

1. District Issued Cell Phone Policy

The proposed Cell Phone Usage Policy at Foxborough Regional Charter School is designed to ensure that district-issued cell phones are used responsibly and exclusively for school-related purposes. The policy, which will require Board approval, applies to all employees and authorized recipients. It sets strict guidelines prohibiting the use of devices for unlawful activities, personal business, or operating vehicles without hands-free setups, and mandates robust security measures including password protection. The policy also permits the district to monitor device use to ensure compliance, specifying that there is no expectation of privacy. Notably, it includes provisions that allow the Executive Director and district leadership team to make minor, non-material amendments without further Board approval, though significant changes would still require Board re-approval. This update is presented for the Board's consideration to ensure all members are informed and can effectively deliberate on adopting the policy.

2. Summer 2024 Capital Projects

- Elementary School Roof Project

We are pleased to announce that the elementary school roof replacement project is set to mobilize on June 19, 2024. The work is scheduled to begin immediately following mobilization and will be completed before the return of students for the 2024-2025 school year. This project is crucial for ensuring a safe and dry learning environment for our students and staff.

- Phase 4 of Elementary School Floor Projects

Continuing our improvements, Phase 4 of the elementary school floor projects will commence in July 2024. These renovations are expected to be completed before August, well ahead of the new school year. This phase will address essential updates to enhance the functionality and aesthetics of our school floors.

- Middle School Painting

This summer will also see the repainting of middle school classrooms and hallways. This project aims to refresh the learning spaces, making them more welcoming and conducive to student engagement and learning. The painting is scheduled to be finished before the end of the summer break.

These projects represent significant steps towards improving our school facilities and ensuring our commitment to providing a top-quality educational environment. We look forward to the successful completion of these projects and the positive impact they will have on our school community.

Coversheet

First Reading

Section: V. Policy Review
Item: A. First Reading
Purpose: Discuss
Submitted by:
Related Material: Drug-Free Workplace Policy (Subject to Act of 1988).doc
District Issued Cell Policy .docx

FOXBOROUGH REGIONAL CHARTER SCHOOL

DRUG-FREE WORKPLACE POLICY

1. It is the policy of the Foxborough Regional Charter School (the “School District”) to provide a drug-free workplace for all of its employees in accordance with the provisions of the United States Drug-Free Workplace Act of 1988 (PL 100-690; 41 U.S.C.S. 701-707).

2. Accordingly, the School District acting through its Executive Director hereby notifies every employee that the manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited when in the employ of the School District.

3. The possession or use of alcohol while at work or the reporting for work under the influence or affect of alcohol is prohibited.

4. Violation of this policy shall result in a disciplinary action, up to and including discharge.

5. The purpose of establishing a drug-free workplace is to inform School District employees about:

- (a) the serious danger of drug abuse in the workplace;
- (b) the School District's policy of maintaining a drug-free workplace;
- (c) the availability of drug counseling, rehabilitation, and employee assistance programs; and
- (d) the consequences of employee drug use in the workplace (see paragraph 4, above).

6. The School District establishes, as a condition of employment, that each employee must abide by the drug-free workplace policy; and that each employee must notify his or her supervisor within five days (5) of any conviction for violation of any federal or state criminal drug law occurring in the workplace.

7. The School District shall notify the appropriate federal agency within ten (10) days of receiving notice of a violation of statute and shall have up to thirty (30) days, from the time of notification by the employee of a conviction for a workplace offense, to take appropriate personnel action up to and including discharge.

8. The School District may require the employee to participate in an approved drug abuse assistance rehabilitation program.

9. All employees will be given a copy of this policy to retain and review.

10. The School District will make a good faith effort to maintain a drug-free workplace through implementation of this policy statement.

11. Employees having any questions in regard to this policy are invited to contact their supervisor to discuss their concerns.

12. The Executive Director may issue administrative procedures to implement this Policy and shall administer this Policy.

13. This policy is effective as of _____, _____.

APPROVED:
FOXBOROUGH REGIONAL CHARTER
SCHOOL

BY: _____

Chair, Board of Trustees

Date: _____

ACKNOWLEDGMENT OF RECEIPT OF POLICY

I acknowledge receipt of this Alcohol and Drug-Free Workplace Policy from the Foxborough Regional Charter School and that I have read its contents.

Employee

Witness

Date

Foxborough Regional Charter School Cell Phone Usage Policy for School District-Issued Devices

Purpose:

The purpose of this policy is to provide guidelines for the appropriate use of cell phones issued by Foxborough Regional Charter School (FRCS) to ensure effective communication and to promote responsible and professional conduct.

Scope:

This policy applies to all employees and other authorized individuals who are issued a school district cell phone.

Policy Approval and Amendment:

- This policy is subject to approval by the Board of Trustees of Foxborough Regional Charter School.
- Subsequent to approval, the policy may be subject to modification or adjustment. Non-material amendments, which do not significantly alter the fundamental rights or obligations under this policy, may be implemented upon the consensus of the Executive Director in conjunction with the district leadership team. Material modifications, however, necessitate re-approval by the Board of Trustees.

Policy:

1. Issuance of Cell Phones:

- Cell phones will be issued to employees based on job requirements and responsibilities as determined by the administration.
- Employees must sign an acknowledgment form agreeing to adhere to this policy upon receipt of the device.

2. Acceptable Use:

- School district-issued cell phones should be used exclusively for school-related communications.

3. Prohibited Use:

- District-issued cell phones may not be used for any unlawful or inappropriate activities, including but not limited to:
 - Harassing or threatening communications.
 - Viewing or distributing material that is sexually explicit, obscene, or racially offensive.
 - Conducting private business.
- Devices must not be used while driving, unless a hands-free device is employed, in accordance with state law.

4. Security and Confidentiality:

- Users must secure their cell phones with a password or PIN.

- Any confidential information accessed or stored on the device must be protected at all times.
- Cell phones should not be left unattended or used by unauthorized persons.

5. Reporting Loss or Theft:

- Lost or stolen cell phones must be reported to the IT department immediately.
- The IT department will assist in remotely wiping the device to protect sensitive information.

6. Monitoring and Compliance:

- All district-issued electronic devices, including cell phones, laptops, and tablets, are subject to monitoring by the district to ensure compliance with district policies and to safeguard school resources.
- The district reserves the right to monitor communications and data stored on or transmitted by these devices to maintain the integrity and security of district information systems.
- Employees should have no expectation of privacy while using any district-issued electronic devices.

7. Return of Device:

- Upon termination of employment or at the request of the school district, the cell phone must be returned in good working condition.
- Failure to return the device may result in deductions from the final paycheck to cover the cost of the device.

Acknowledgment:

By accepting the use of a school district-issued cell phone, employees acknowledge they have read, understood, and agree to comply with the above policy.