



# Foxborough Regional Charter School

## Governance Committee Meeting

Published on April 11, 2025 at 3:42 PM EDT

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### Date and Time

Tuesday April 15, 2025 at 8:00 AM EDT

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### 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](#). Meetings start promptly on time as noted on the agenda.

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>8:00 AM</b>
<b>A.</b>	Record Roll Call Attendance	Todd Tetreault	1 m
<b>B.</b>	Call the Meeting to Order	Todd Tetreault	2 m
<b>C.</b>	Privilege of the Floor	Todd Tetreault	2 m

	Purpose	Presenter	Time
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<b>II.</b>	<b>Governance Committee Business</b>		<b>8:05 AM</b>
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<b>A.</b>	Governance	Discuss	Todd Tetreault	5 m
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- Committee review of scope (Finance/Facilities, Academic Excellence, DEI)

<b>III.</b>	<b>Policy Review</b>		<b>8:10 AM</b>
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<b>A.</b>	Discussion Items	Discuss	Heidi Berkowitz	45 m
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<b>IV.</b>	<b>Closing Items</b>		<b>8:55 AM</b>
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<b>A.</b>	Approval of Minutes	Vote	Todd Tetreault	10 m
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- April 1, 2025

<b>B.</b>	Vote to Adjourn	Vote	Todd Tetreault	1 m
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<b>C.</b>	Adjourn Meeting	Vote	Sergio Martin	1 m
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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

## Discussion Items

**Section:** III. Policy Review  
**Item:** A. Discussion Items  
**Purpose:** Discuss

**Submitted by:**

**Related Material:**

Directors and Officers Liability Policy .pdf

Board of Trustee Member Resignation Policy .pdf

Foundations and Supporting Organizations Policy (R0928804x7ADD1).docx.pdf

Equal Employment Opportunity, Equal Access to Education, and Non-Discrimination Statement .pdf

Charter Amendments and Renewal Policy.docx.pdf

District Curriculum Accommodation Plan.docx.pdf

Board of Trustee Communications (Internal and External) Policy.pdf

Policy Concerning Subcommittees of the Board of Trustees .docx (1).pdf

Board of Trustees Officers and Job Descriptions Policy.pdf

First Aid Policy.docx.pdf

Accident Reporting Policy .docx (1).pdf

## **Directors and Officers Liability Policy**

Board of Trustees members are public employers and, therefore, any action brought against Foxborough Regional Charter School and/or a Board of Trustee, acting within the scope of his/her role as a Trustee, and/or any employee of the school is subject to the Massachusetts Tort Claims Act.

The Board of Trustees recognizes that its members may be vulnerable to claims for liability in their capacity as Trustees with respect to decisions that the school or they make. Consequently, it is the policy of the Board of Trustees to obtain appropriate and sufficient Directors and Officers Liability insurance that, at a minimum, shall provide coverage to 1) individual Trustees in order to protect their personal assets; 2) reimburse Foxborough Regional Charter School for costs incurred in when the school indemnifies any Trustee; and 3) protects the school when it is named as a defendant in claim.

The Board of Trustees shall submit evidence of all insurance secured on behalf of the Trustees and/or the school to the Department of Elementary and Secondary Education.

**Foxborough Regional Charter School**  
**Directors and Officers Liability Policy**  
**First Reading**  
**Second Reading**

## **Board of Trustee Member Resignation**

An existing member of the Foxborough Regional Charter School's Board of Trustees who submits his/her resignation to the Board of Trustees terminates his/her duties at the time of his/her resignation unless he/she states in that resignation a specific time at which the resignation will take effect. Any Board of Trustee member who resigns prior to the expiration of his/her term, shall comply with all resignation procedures set forth in the Bylaws.

In the event that a Board of Trustee member resigns, Foxborough Regional Charter School shall notify the Department of Elementary and Secondary Education via the Board Member Management System as soon as possible. Foxborough Regional Charter School shall also provide the Department of Elementary and Secondary Education with all required information concerning the proposed replacement member as soon as possible.

Although the Board of Trustees may vote for and approve a replacement Board of Trustee member, that new member may not begin to serve on the Board of Trustees until he/she is approved by the Department of Elementary and Secondary Education.

**Foxborough Regional Charter School**  
**Board of Trustee Member Resignation Policy**  
**First Reading**  
**Second Reading**

[School Name]

## 1.q. Foundations and Supporting Organizations Policy

[Effective Date]

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### Foundations and Supporting Organizations Policy

The Board of Trustees, in consultation with the Executive Director, may decide to establish a non-profit foundation associated with Foxborough Regional Charter School and in compliance with § 501(c)(3) of the IRS Code for the purpose of fund-raising or to obtain private grants for Foxborough Regional Charter School.

The Board of Trustees and the Foundation shall remain separate and distinct entities, shall not commingle funds, and shall be governed by separate Boards and members thereof. The Foundation shall have its own Bylaws, meetings, and operating procedures. To the extent that the Foundation exists solely to support Foxborough Regional Charter School, the Foundation's Board may share a small number of Trustees with Foxborough Regional Charter School's Board of Trustees.

At all times, the Board of Trustees for Foxborough Regional Charter School shall comply with all applicable conflict of interest laws and shall continue to work in the best interest of Foxborough Regional Charter School.

At no time shall the Board of Trustees direct any funding received from any federal agency or the Commonwealth and intended for use by Foxborough Regional Charter School to the Foundation.

[School Name]

**1.b. Equal Employment Opportunity, Equal Access to Education  
and Non-Discrimination Statement**

[Effective Date]

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**1.b. Equal Employment Opportunity, Equal Access to Education, and  
Non-Discrimination Statement**

Foxborough Regional Charter School is committed to equal education opportunity for all students and equal employment opportunity for all employees and students. Foxborough Regional Charter School's policy of non-discrimination and equal opportunity extends to all employment, school-sponsored, and academic considerations and programs.

The Board of Trustees, administration, faculty, and staff recognize that to assure equal opportunity for all students and employees, Foxborough Regional Charter School must take steps to provide sufficient role models among the school leaders, employees, and staff who reflect the various social and economic backgrounds of our students. The attainment of an all-inclusive, discrimination-free environment within our school is the primary goal of the Equal Employment Opportunity, Equal Access to Education, and Non-Discrimination Plan.

Foxborough Regional Charter School commits to equal employment opportunity without regard to race, color, religion, sex (including pregnancy and sexual harassment), sexual orientation, gender identity, national origin, national citizenship, ethnicity, age, disability, veteran status, genetic information, homelessness, status as victim of domestic violence, or marital status.

The Board of Trustees further ensures that all personnel activities, including recruitment, employment, training, compensation, benefits, and all other terms and conditions of employment, are administered according to equal opportunity principles and operate to eliminate practices that may result in inequities and/or discrimination.

Foxborough Regional Charter School commits to equal access to education without regard to race, color, religion, sex (including pregnancy and sexual harassment), sexual orientation, gender identity, national origin, national citizenship, limited English-speaking ability, ethnicity, age, disability, veteran, genetic information, homelessness, status as victim of domestic violence, or marital status.

We commit to making all reasonable efforts to ensure an environment free of discrimination or harassment on account of race, color, national origin, national citizenship, limited English-speaking ability, ethnicity, sex (including pregnancy and sexual harassment), religion, age, sexual orientation, disability, veteran, genetic information, gender identity, homelessness, status as victim of domestic violence or marital status and encourage all members of our community to support and foster the acceptance and inclusion of all individuals.

Foxborough Regional Charter School shall endeavor to provide the opportunity to receive guidance and counseling in a student's primary language, should be made available to

[School Name]

**1.b. Equal Employment Opportunity, Equal Access to Education  
and Non-Discrimination Statement**

[Effective Date]

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students from homes where English is not the primary language spoken.

Foxborough Regional Charter School shall respond promptly to such discrimination or harassment when it has knowledge of its occurrence.

Foxborough Regional Charter School will perform an annual evaluation of all aspects of the K through 12 school program to ensure that all students, regardless of race, color, sex, gender identity, religion, national origin, national citizenship, limited English-speaking ability, ethnicity, or sexual orientation, are given an opportunity to participate in all school programs, including athletics and other extracurricular activities.

Foxborough Regional Charter School shall provide in-service training for all school personnel at least annually regarding the prevention of discrimination and harassment based upon race, color, sex, gender identity, religion, national origin, and sexual orientation, and the appropriate methods for responding to such discrimination and harassment in a school setting.

Any contributions to Foxborough Regional Charter School for activities and monetary awards within or sponsored by the school or for scholarships administered by the school by any person, group, or organization shall be free from any restrictions based upon race, color, sex, gender identity, religion, national origin, or sexual orientation.

This Policy applies equally to all Foxborough Regional Charter School students, employees, authorized volunteers, parents, and other members of the school community. This Policy applies to conduct at school, at school events, extra-curricular activities and away from school in all other instances when Foxborough Regional Charter School is represented.



## Charter Amendments and Renewal Policy

### A. Charter Amendments

Foxborough Regional Charter School shall comply with 603 CMR 1.10 and all other laws, regulations, and guidance from the Department of Elementary and Secondary Education concerning charter amendments. Foxborough Regional Charter School acknowledges that there are two categories of charter amendments: those requiring only Board of Trustees approval and those requiring approval of the Commissioner.

#### *Charter Amendments Requiring Board of Trustee **and** Commissioner Approval*

The following charter amendments first require Board of Trustees' approval, through the Open Meetings process, and then approval from the Commissioner. After the Board of Trustees approves the charter amendment, Foxborough Regional Charter School shall submit a written request to the Commissioner seeking approval of the amendment.

- School name;
- Mission;
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- Districts specified in Foxborough Regional Charter School's charter;
- Maximum enrollment;
- Grades served; and
- Contractual relationships with an education management organization providing or planning to provide substantially all of Foxborough Regional Charter School's educational services.
- Governance or leadership structure;
- Educational programs, curriculum models, or whole school designs that are inconsistent with those specified in Foxborough Regional Charter School's existing charter;
- Bylaws;
- Membership of Board of Trustees;
- Schedule (length of school year, school week, and/or school day);
- Accountability Plan;
- Enrollment policy and application for admission;
- Expulsion policy; and

- Location of facilities, if such change involves relocating to or adding a facility in another municipality or school district, in a school district already specified in the school's charter.

If and when Foxborough Regional Charter School seeks to amend the charter concerning maximum enrollment, grades served, the municipality or school district of location, or the districts specified in its region, Foxborough Regional Charter School shall also send its amendment materials to the Superintendents of Attleboro, Avon, Brockton, Canton, Easton, Foxborough, Mansfield, Medfield, Medway, Millis, Norfolk, North Attleboro, Norton, Norwood, Plainville, Sharon, Stoughton, Walpole, West Bridgewater, and Wrentham. The Board of Trustees shall submit a written certification to the Commissioner acknowledging that they have complied with this notification requirement.

## **B. Charter Renewal**

Foxborough Regional Charter School shall comply with G.L. c. 71, § 89 and 603 CMR 1.11 and all other laws, regulations, and guidance from the Department of Elementary and Secondary Education concerning charter renewals.

Foxborough Regional Charter School shall submit its application for charter renewal to the Board of Elementary and Secondary Education between March 1 of the third school year of the applicable charter in force and August 1 after the end of the fourth school year of the applicable charter in force

Upon renewal of its charter, Foxborough Regional Charter School shall update and enhance its recruitment and retention plan as necessary to account for changes in enrollment.

**Foxborough Regional Charter School**  
**Charter Amendment and Renewal Policy**  
**First Reading**  
**Second Reading**

## **District Curriculum Accommodation Plan (“DCAP”)**

In compliance with applicable Massachusetts laws and regulations, including but not limited to G.L. c. 71, § 38Q1/2 and G.L. c. 71, § 50C, Foxborough Regional Charter School has implemented, and shall revise as necessary, its DCAP. The DCAP assists the Executive Director and administration with their goals to meet all students’ needs in general education. The DCAP further assists Foxborough Regional Charter School’s classroom teachers and support service providers in analyzing and accommodating the diverse and unique learning styles of all students in the general classroom, and allowing for Foxborough Regional Charter School to provide appropriate support and services to students requiring such supports and services in an effective and meaningful way.

[insert school’s DCAP]

**Foxborough Regional Charter School**  
**District Curriculum Accommodation Plan**  
**First Reading**  
**Second Reading**

## **Board of Trustee Communications (Internal and External) Policy**

The Board of Trustees is committed to the principle of open, two-way communications both internally and with members of the general public. Communications on behalf of the Board of Trustees and Foxborough Regional Charter School shall be respectful and honest, support the values of the school, and further the mission of the School.

### **A. Internal Communications**

Written communications such as e-mails and letters among a quorum of members of the Board of Trustees constitute a “deliberation” under the Open Meeting Law. Consequently, the Board of Trustees shall refrain from written communications as a quorum to the extent possible when not convened for a Board meeting.

Unless specifically exempted under Massachusetts Public Records Law (G.L. c. 4, § 7), all written communications created by members of the Board of Trustees constitute a “public record” as that phrase is defined under Massachusetts law and shall be preserved by the Board of Trustees.

Meetings among a quorum of the members of the Board of Trustees, if held outside the scope of a regularly scheduled Board meeting, are subject to the Open Meeting Law.

### **B. External Communications**

The Board of Trustees invites and welcomes communications and inquiries from the public. Members of the public are invited to participate in and observe every Board of Trustees meeting that is open to the public. Members of the community are also encouraged to participate in school groups and organizations working on behalf of Foxborough Regional Charter School.

The Board of Trustees shall support Foxborough Regional Charter School’s procedures for communications with parents, guardians, students, and members of the community.

**Foxborough Regional Charter School**  
**Board of Trustee Communications Policy**  
**First Reading**  
**Second Reading**

## **Policy Concerning Subcommittees of the Board of Trustees**

The Board of Trustees, in accordance with the Bylaws, may create subcommittees to act in furtherance of Foxborough Regional Charter School's mission. The creation of any subcommittee that has not already been approved through the adoption of the Bylaws shall be made after discussion and vote during a meeting of the Board of Trustees held in accordance with the Open Meetings Law.

The size, membership, and function of all subcommittees shall be expressly discussed and voted upon during a meeting of the Board and/or included in the description of the subcommittee included in the Bylaws. Any amendments to the size, membership, and/or function of a subcommittee included in the adoption of the Bylaws shall be made after discussion and vote during a meeting of the Board of Trustees held in accordance with the Open Meetings Law.

A quorum of subcommittee members shall be required in order to conduct meetings of the subcommittee. Each subcommittee shall conduct itself in accordance with the Open Meetings Law. Procedures and policies pertaining to executive sessions of the full Board of Trustees shall apply to subcommittees. Notice of subcommittee meetings shall be posted in accordance with the Open Meetings Law. The taking and dissemination of minutes of subcommittee meetings shall be performed in accordance with the Open Meetings Law.

No subcommittee shall take any action that binds the Board of Trustees and/or Foxborough Regional Charter School. Rather, subcommittees are authorized only to provide recommendations to the Board of Trustees for further discussion and action.

**Foxborough Regional Charter School**  
**Policy Concerning Subcommittees of the Board of Trustees**  
**First Reading**  
**Second Reading**

## **Board of Trustees Officers and Job Descriptions**

This policy outlines the roles, responsibilities, and selection process for the Officers of the Board of Trustees. The Officers are essential to the effective governance and leadership of the Board. This policy ensures clarity in leadership roles and supports accountability and continuity in board operations.

### **A. Board Chair**

The Board of Trustees shall be overseen and managed by a Board Chair. She/he shall have the same powers as any other member of the Board of Trustees to vote upon all measures coming before it. The Director shall preside at all meetings of the Board of Trustees and shall perform other duties as required by law and Foxborough Regional Charter School's bylaws and other applicable policies

### **B. Board Vice Chair**

The Vice Chair of the Board of Trustees plays a key leadership support role by assisting the Chair in fulfilling board duties and ensuring effective governance. The Vice Chair presides over meetings in the absence of the Chair and may take on additional responsibilities as delegated, including supporting committee leadership, helping set meeting agendas, and facilitating communication among board members. The Vice Chair often helps guide strategic planning efforts and ensures the board remains focused on the school's mission and accountability to its charter. In the event the Chair is unable to fulfill their duties, the Vice Chair may assume the role of Acting Chair to maintain stability and leadership continuity.

### **C. Secretary**

The Secretary shall maintain and keep all minutes of the proceedings of the Board of Trustees and ensure that all notices are timely provided to the appropriate government agencies and members of the public in accordance with Massachusetts Open Meetings Law. The Secretary shall also ensure that all minutes concerning the proceedings of the Board of Trustees are timely and appropriately filed with the Secretary of State in compliance with applicable law. The Secretary shall also serve as the custodian of all records of the Board of Trustees.

### **D. Treasurer**

The Treasurer of the Board of Trustees at a charter public school is responsible for providing financial oversight and ensuring the school's fiscal integrity. This includes reviewing financial statements and budgets, monitoring the school's financial performance, and regularly reporting to the Board on financial matters. The Treasurer collaborates with school leadership to develop the annual budget, and ensures compliance with state and federal financial regulations. The Treasurer also chairs the Finance Committee and supports long-term financial planning and risk management efforts to promote the school's financial sustainability.

**Foxborough Regional Charter School**  
**Board of Trustee Communications Policy**  
**First Reading**  
**Second Reading**

## **First Aid Policy**

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the child to be taken safely home or to a physician. It does not include diagnosis or treatment. Foxborough Regional Charter School attempts to provide a safe environment for its students. If an accident or sudden illness occurs, a Foxborough Regional Charter School nurse shall administer first aid and, if warranted, call Emergency Medical Services.

Foxborough Regional Charter School administration, in consultation with the Foxborough Regional Charter School nurse leader, shall develop procedures for the proper handling of an injury to, or sudden illness of, a child. These shall be made known to the staff and shall incorporate the following:

- The Foxborough Regional Charter School nurse or another trained person shall be responsible for administering first aid.
- When the nature of an illness or an injury appears in any way serious, every effort shall be made to contact the parent/guardian and/or family physician immediately.
- No young child who is ill or injured will be sent home alone, nor will any older child unless the illness or injury is minor. A young child who is ill or injured will not be taken home unless it is known that someone is there to receive her/him.
- In extreme emergencies, the Foxborough Regional Charter School nurse, or Foxborough Regional Charter School administration may make arrangements for immediate hospitalization of injured or ill students, contacting parent or guardian in advance if at all possible.
- The teacher or other staff member to whom a child is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
- All accidents of a serious nature requiring medical care beyond that of a Foxborough Regional Charter School nurse involving students or staff members will be reported as soon as possible to Foxborough Regional Charter School administration.

No staff member who, in good faith, renders emergency first aid to a student who has become injured or incapacitated at Foxborough Regional Charter School shall be subject to any disciplinary action by Foxborough Regional Charter School administration of the Board of Trustees for such action.

### **First Aid Course**

Foxborough Regional Charter School shall offer an Emergency first aid course. It will be offered after regular school hours and/or release days. The course shall meet the minimal requirements of the Massachusetts Department of Public Health. The cost of the Emergency First Aid course shall be paid by the School.

### **Foxborough Regional Charter School**

#### **First Aid Policy**

#### **First Reading**

#### **Second Reading**

## **Accident Reporting Policy**

### **A. General Information**

Foxborough Regional Charter School is committed to maintaining a safe and responsive environment for all students, staff, and visitors. This policy supports the school's overarching commitment to health, safety, and well-being.

### **Accidents**

All accidents involving students, employees, or visitors that occur on Foxborough Regional Charter School property or during school-sponsored activities must be reported immediately to the school administrator and the nurse leader. In the event of a medical emergency, including the use of an EpiPen or the need to call 911, such actions must also be reported without delay. The school administration is responsible for completing—or ensuring the completion of—the official Foxborough Regional Charter School Incident Report Form to document the incident accurately and in a timely manner.

### **School Bus Accident Reporting**

Section 26 of Chapter 90 of the Massachusetts General Laws requires the operator of any motor vehicle that is in any way involved in an accident in which a person is injured or in which there is damage in excess of \$1,000 (one thousand dollars) to any vehicle or property, to report the accident to the Registrar of Motor Vehicles within five days on a form approved by him. If the operator is physically incapable of making such a report, it will be made out by the Transportation Office as required by law.

Any accident of any kind which causes injury to a Foxborough Regional Charter School bus passenger shall be reported immediately in writing to Foxborough Regional Charter School administration. Foxborough Regional Charter School administration shall notify the Board of Trustees or its designee.

In spite of rigorously observed precautions, accidents may happen. Drivers will be trained to meet emergencies calmly and competently and will be given detailed instructions as to the first-aid and accident reporting procedures they are to follow in case of accidents.

**Foxborough Regional Charter School**  
**Accident Reporting Policy**  
**First Reading**  
**Second Reading**