



Foxborough Regional Charter School

Governance Committee Meeting

Published on August 15, 2025 at 1:28 PM EDT

Date and Time

Tuesday August 19, 2025 at 8:00 AM 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](#). Meetings start promptly on time as noted on the agenda.

Agenda

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

	Purpose	Presenter	Time
II. Governance Committee Business			
III. Policy Review			8:05 AM
A. Board Candidate- Initial Screening	FYI	Heidi Berkowitz	5 m
<ul style="list-style-type: none"> • Sally Guadagno • Devin Flaherty 			
B. Board Representative and Committee Members	Discuss	Heidi Berkowitz	5 m
<ul style="list-style-type: none"> • Student Board Representative • Stakeholder groups 			
C. November Board Meeting	Discuss	Sergio Martin	5 m
<ul style="list-style-type: none"> • November 12 / Veteran's Day 			
D. Initial Policy Review			45 m
<ul style="list-style-type: none"> • Board of Trustee Communications Policy • Public Communications Policy • Policy Concerning Communications with the News Media and News Releases • Policy Concerning School and Family Relations Goals 			
IV. Closing Items			9:05 AM
A. Approval of Minutes	Vote	Todd Tetreault	10 m
<ul style="list-style-type: none"> • April 15, 2025 • May 20, 2025 • June 17, 2025 			
B. Vote to Adjourn	Vote	Todd Tetreault	1 m
C. Adjourn Meeting	Vote	Sergio Martin	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

Board Candidate- Initial Screening

Section: III. Policy Review
Item: A. Board Candidate- Initial Screening
Purpose: FYI
Submitted by:
Related Material:
FRCS Board of Trustees Recruitment and Onboarding Process and Procedure (1).docx

FRCS Board of Trustees Recruitment and Onboarding Process and Procedure

Purpose

At **Foxborough Regional Charter School (FRCS)**, our Board of Trustees is essential to ensuring strong governance, community representation, and the success of our school's mission. This document outlines the process for recruiting, selecting, and onboarding new trustees to equip them with the knowledge, support, and resources needed to serve effectively.

1. Recruitment Process

1.1 Needs Assessment

- Each year, the FRCS Board Governance Committee reviews board composition to identify skill gaps, diversity needs, and community representation aligned with our strategic goals.
- Priority is given to recruiting trustees committed to FRCS's mission, educational excellence, equity, and community engagement.

1.2 Candidate Sourcing

- Potential trustees are sought through:
 - Recommendations from current trustees, staff, families, and local community partners
 - Outreach to regional leaders and organizations aligned with FRCS values
 - Announcements in the FRCS family newsletter, website, and social media platforms
 - Networking and community events within Foxborough and surrounding areas

1.3 Commitment to Diversity, Equity, and Inclusion (DEI)

- FRCS is committed to building a diverse, equitable, and inclusive board that reflects the rich backgrounds of our student body and local community.
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2. Interview and Selection Process

2.1 Initial Screening

- The Governance Committee reviews applications and nominations to shortlist candidates best suited to advance FRCS's mission.

2.2 Interview

2.2 Interview

- Shortlisted candidates are invited to interview with the Governance Committee to discuss:
 - Their passion for public charter education and FRCS's vision
 - Understanding of trustee duties and governance principles
 - Relevant experience and skills
 - Availability for board and committee participation

Interview Questions:

1. What motivates you to serve on the FRCS Board of Trustees, and how do you see yourself contributing to our mission?
2. How familiar are you with the role and fiduciary responsibilities of a board trustee, and what experience do you have in governance or leadership roles?
3. FRCS is deeply committed to diversity, equity, and inclusion. How have you demonstrated this commitment in your personal or professional life?

4. Can you share an example of a time you worked collaboratively on a team to overcome a challenge or achieve a goal?
5. How do you plan to balance the time commitment required for board meetings, committee work, and school events with your other responsibilities?

2.3 Reference Checks

- The committee may conduct reference checks to verify candidate suitability.

2.4 Board Approval

- The Governance Committee recommends candidates to the full Board of Trustees for approval by majority vote.
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3. DESE Approval

- Upon board approval, FRCS submits trustee information to the Massachusetts Department of Elementary and Secondary Education (DESE) for official approval and background screening.
 - Trustees complete required DESE compliance and are approved by the Commissioner before full participation.
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4. Onboarding Plan

4.1 Formal Welcome

- New trustees receive a personalized welcome letter from the Board Chair and Executive Director.
- Announcements introducing new trustees are shared in newsletters and at community events.

4.2 Orientation

- New trustees attend an orientation session within the first month, covering:
 - FRCS's history, mission, and educational approach
 - Board structure, bylaws, policies, and trustee responsibilities
 - Overview of strategic goals and current initiatives
 - Introductions to key staff and trustees

4.3 Trustee Resource Binder

- Each new trustee receives a binder containing:
 - FRCS bylaws, governance policies, and code of conduct
 - Strategic plan and annual reports
 - Financial summaries and budget information
 - Contact information for board and staff
 - Calendar of board meetings and school events

4.4 Board Committee Orientation

- New trustees receive an introduction to FRCS's standing committees, including:

Academic Excellence Committee

- Focuses on curriculum quality, student achievement, data review, and academic program development.

- **Diversity, Equity, and Inclusion (DEI) Committee**

- Leads efforts to embed equity and inclusion in all areas of FRCS operations and culture.

- **Finance and Facilities Committee**

- Oversees budgeting, financial health, audits, and facility management.

- **Governance Committee**
 - Manages trustee recruitment, board training, policy review, and governance best practices.
 - Orientation to each committee includes:
 - Committee mission and goals
 - Current projects and initiatives
 - Meeting schedules and expectations
 - Opportunities for trustee involvement
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5. Ongoing Professional Development

5.1 Continuing Education

- The MCPSA offers regular training sessions on governance, equity, fundraising, and related topics.
- Trustees are encouraged to participate in external conferences and workshops with school support.

5.2 Mentorship

- New trustees are paired with experienced board members for mentorship during their first year.

5.3 Annual Review

- The board conducts annual self-assessments to measure individual and collective effectiveness and identify growth areas.
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6. Trustee Roles and Responsibilities at FRCS

- Attend all board and committee meetings prepared and engaged.
 - Uphold fiduciary duties: care, loyalty, and obedience to FRCS's mission.
 - Advocate for FRCS's commitment to equitable and high-quality education.
 - Maintain confidentiality and integrity in governance matters.
 - Disclose conflicts of interest promptly.
 - Participate in school events and community engagement efforts.
 - Support fundraising and resource development as needed.
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Approval and Review

This Recruitment and Onboarding Procedure is reviewed annually by the FRCS Governance Committee to ensure alignment with the school's evolving needs and governance best practices.

Coversheet

Board Representative and Committee Members

Section: III. Policy Review
Item: B. Board Representative and Committee Members
Purpose: Discuss
Submitted by:
Related Material: Student board representative announcement.docx

Student board representative announcement:

Student Representative Opportunity on the Board of Trustees – 2025–2026

The Foxborough Regional Charter School (FRCS) Board of Trustees is excited to announce an opportunity for high school students in grades 9–12 to apply for the role of **2025–2026 Student Representative**.

One student will be selected to serve as a **non-voting member** of the Board, bringing the student voice directly into school governance. This role offers a unique chance to:

- Gain firsthand experience in how the school is governed
- Share your perspective on issues that impact students
- Contribute meaningfully to decisions that shape our school's future

The Student Representative will attend **one Board meeting per month** during the school year.

Application Process

Interested students should submit a **1-minute video** to trustees@foxboroughrcs.org. In your video, please share:

1. Why you are interested in serving as the Student Representative
2. What qualities, experiences, or ideas make you a strong candidate

We welcome students who are passionate about making a difference, eager to represent their peers, and committed to building a stronger school community.

Deadline to Apply: TBD DATE

We look forward to hearing your insights, ideas, and vision for FRCS!

Coversheet

Initial Policy Review

Section: III. Policy Review
Item: D. Initial Policy Review
Purpose:
Submitted by:
Related Material: Board of Trustee Communications (Internal and External) Policy.docx
Communications with the Public Policy.docx
Policy Concerning News Media Relations and News Releases.docx
Policy Concerning School and Family Relation Goals.docx

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

Foxborough Regional Charter School

Public Communications Policy

[Effective Date]

Public Communications Policy

The Board of Trustees affirms the importance of open, accurate, and proactive communication between Foxborough Regional Charter School (FRCS) and the public. The Board directs the school administration to ensure that information about the school is effectively disseminated to, and received from, the community.

On behalf of FRCS, the Executive Director or an authorized designee shall:

- Maintain ongoing communication with the media and press, ensuring that coverage is accurate, timely, and reflective of the school's mission and values.
- Foster strong, cooperative relationships between the school and the broader community, encouraging partnerships that support student success.
- Maintain and safeguard complete files related to public records, ensuring compliance with applicable laws and regulations.
- Provide photographic and multimedia services as needed to support school news, publications, and digital communications.
- Promote and publicize school events that are of interest to students, families, and the wider community.
- Prepare professional public relations materials that highlight school programs, achievements, and initiatives.
- Distribute timely, accurate, and relevant news releases to appropriate media outlets, enhancing the visibility and reputation of the school.

FRCS is committed to building trust, strengthening community engagement, and fostering a positive public image through transparent and consistent communications.

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

Foxborough Regional Charter School Policy Concerning Communications with News Media and News Releases [Effective Date]

Policy Concerning Communications with News Media and News Releases

Foxborough Regional Charter School (FRCS) values open, accurate, and timely communication with the public and recognizes the essential role of the news media in keeping the community informed. FRCS will make every reasonable effort to assist the media in obtaining complete and accurate coverage of public information regarding the school's programs, challenges, planning, and activities.

In general, and except where confidentiality, safety, or legal obligations dictate otherwise, all representatives of the media will be afforded equal access to information about the School. General media releases intended for public interest will be distributed to all media outlets simultaneously to ensure fairness and transparency.

Procedures for Providing Official Information to the Media

- **Official Spokesperson for the Board of Trustees**
The Chair of the Board of Trustees, or their designated representative, shall serve as the official spokesperson for matters pertaining to the Board of Trustees. This provision does not restrict individual Board members from expressing their personal views; however, such statements must be clearly identified as personal opinions and not official positions of the Board.
- **Official Spokesperson for the School**
The Executive Director, or an authorized designee, shall serve as the primary spokesperson for the school on matters related to school operations, programs, and activities.
- **Media Inquiries**
When contacted by the media, any FRCS employee or representative should promptly and courteously direct the inquiry to the appropriate official spokesperson as outlined above.
- **Confidentiality of Student Information**
In accordance with applicable laws, no member of the Board of Trustees, employee, or representative of the School shall release personally identifiable information about a student without prior written consent from the student's parent/guardian or from the student if they have reached the age of majority.

FRCS is committed to fostering a positive, cooperative relationship with the media while protecting student privacy, maintaining legal compliance, and ensuring that information released to the public accurately reflects the mission, values, and priorities of the School.

Foxborough Regional Charter School Policy Concerning School and Family Relations Goals [Effective Date]

Policy Concerning School and Family Relations Goals

The Board of Trustees of Foxborough Regional Charter School (FRCS) affirms the importance of strong, collaborative relationships between the school and families. The overarching goal is to foster cooperation between and among students' homes and FRCS in order to establish and achieve shared educational goals that support student success.

While parents and guardians are individually responsible for their children's upbringing, FRCS provides direct educational services to students in its care. Recognizing these shared responsibilities, school staff will, as appropriate, consult with parents and guardians regarding:

- Student progress and achievement;
- Student social, emotional, and developmental needs; and
- Proposed plans for enhancing growth and learning outcomes.

Family involvement in the educational life of the school is encouraged through regular communication with school administration, teachers, and staff; active participation in the Parent/Teacher Organization; engagement in the school volunteer program; and attendance at events and activities. This partnership between home and school is essential to creating a supportive environment that enables each student to reach their full potential.

Commitments of the Board of Trustees

The Board is committed to:

- Building a bridge between home and school cultures to promote understanding and mutual respect;
- Ensuring a smooth and supportive home-to-school transition for students and families; and
- Creating a welcoming and inclusive environment where all families feel valued and engaged.

Expectations for Family Engagement

The Board of Trustees recognizes that the active involvement of parents and guardians is critical to student achievement and encourages all families to:

- Stay informed about what their child is learning;
- Communicate openly and regularly with school staff;
- Advocate for their child's individual learning and developmental needs; and
- Support their child's learning at home and through participation in school activities.

Through these shared commitments, FRCS strives to cultivate a strong, trusting partnership with families that enriches the educational experience and supports the academic, social, and emotional success of every student.