# Foxborough Regional Charter School

## Finance & Facilities Committee Meeting

Published on November 4, 2026 at 7:05 AM EST

**Date and Time**

Friday November 6, 2026 at 8:00 AM EST

**Meeting Format**

Whether in person or online, the public is welcome to attend Board/Committee Meetings and have access to meeting minutes. Meetings are held once a month and additionally, as determined by the Board/Committee Chair. All meeting Agendas are posted on the school website at least 48 hours in advance of each public meeting.

During the meeting, the Board and its committees follow the published agenda. Gallery members are not part of the formal discussion or deliberations. Those wishing to speak at a meeting are asked to follow our Privilege of the Floor Policy. To request to speak at a meeting, please complete the following google form before the start of the meeting.

Join Zoom Meeting
https://foxboroughrcs-org.zoom.us/j/81832478545?pwd=yhcyFOgTnWB5uCqgah8kR2qazA5CER.1

**Agenda**

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **I.** | **Opening Items** | | | **8:00 AM** |

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **A.** | Record Attendance | Discuss | Matthew Yezukevich | 1 m |
| **B.** | Call the Meeting to Order | Discuss | Matthew Yezukevich | 1 m |
| **C.** | Privilege of the Floor | Discuss | Matthew Yezukevich | 1 m |

## II. Finance & Facilities — 8:03 AM

| | | | | |
|---|---|---|---|---|
| **A.** | Student Services additional FTE | Discuss | Karen Calvert | 5 m |
| | Adding paraprofessional to Student Services - increase in budget ($40K) | | | |
| **B.** | Update on Union Negotiations and possible Budget Impact | Discuss | Toby Romer | 20 m |
| **C.** | Review Fraud Policy | Discuss | Toby Romer | 15 m |
| **D.** | Facilities Update | Discuss | Lesly Michelot | 20 m |

## III. Other Business — 9:03 AM

| | | | | |
|---|---|---|---|---|
| **A.** | Approve Minutes | Approve Minutes | Matthew Yezukevich | 11 m |

*Executive Session*

March 19, 2024
March 22, 2024
March 29, 2024
June 11, 2024

*Regular Minutes*

December 17, 2025
December 18, 2025
January 9, 2026
February 6, 2026
February 13, 2026
March 6, 2026
April 7, 2026
April 16, 2026
May 1, 2026
May 12, 2026
June 5, 2026
September 3, 2026
October 2, 2026

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **IV.** | **Adjourn to Executive Session** | | | |
| | To discuss strategy with regard to union negotiations as the Chair has determined open session would have a detrimental effect on negotiations. | | | |
| **V.** | **Closing Items** | | | **9:14 AM** |
| | **A.** Adjourn Meeting | Vote | Matthew Yezukevich | 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

## Review Fraud Policy

| | |
|---|---|
| **Section:** | II. Finance & Facilities |
| **Item:** | C. Review Fraud Policy |
| **Purpose:** | Discuss |
| **Submitted by:** | |
| **Related Material:** | Fraud Policy- Draft Fall 2026docx.docx |

**Foxborough Regional Charter School**
**FRAUD POLICY**

**Draft - Fall 2026**

BACKGROUND

The Foxborough Regional Charter School (FRCS) Fraud Policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud against FRCS. It is the intent of FRCS to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and the conduct of investigations.

SCOPE OF POLICY

This policy applies to any fraud, or suspected fraud, involving employees as well as shareholders, consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with FRCS. Any investigative activity required will be conducted without regard to the suspected individuals' length of service, position/title, or relationship to the school.

POLICY

Management is responsible for the detection and prevention of fraud, misappropriations, and other inappropriate conduct. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to their detriment. Each member of the management team will be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indication of irregularity. Any fraud that is detected or suspected must be reported immediately to the Director of Finance, who coordinates all investigations with FRCS Legal Counsel and other affected areas, both internal and external.

ACTIONS CONSTITUTING FRAUD

The terms defalcation, misappropriation, and other fiscal wrongdoings refer to, but are not limited to:

• Any dishonest or fraudulent act

• Forgery or alteration of any document or account belonging to the school

• Forgery or alteration of a check, bank draft, or any other financial document.

• Misappropriation of funds, securities, supplies, or other assets

• Impropriety in the handling or reporting of money or financial transactions

• Unauthorized disclosure of confidential and proprietary information to outside parties

• Unauthorized disclosure of securities activities undertaken or contemplated by FRCS.

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• Unauthorized destruction, removal or inappropriate use of records, furniture, fixtures, and equipment; and/or any similar or related inappropriate conduct

OTHER INAPPROPRIATE CONDUCT

*Suspected improprieties* concerning an employee's conduct that does not involve fraud should be addressed by departmental management and Employee Relations of Human Resources rather than Executive Director. If there is any question as to whether an action constitutes fraud, contact the Director of Finance for guidance.

INVESTIGATION RESPONSIBILITIES

The Director of Finance or their designee has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy unless the Director of Finance is implicated, in which case the Executive Director will designate another investigator. If Executive Director is implicated, the Board of Directors' will designate another investigator. If the investigation substantiates that fraudulent activities have occurred, the Director of Finance or their designee will issue reports to appropriate designated personnel and, if appropriate, to the Board of Directors.

Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and senior management, as will final decisions on disposition of the case. Decisions regarding criminal prosecution rest with the appropriate prosecuting authorities.

CONFIDENTIALITY

The Director of Finance or their designee will maintain the confidentiality of information received to the extent permitted by law. Any employee who suspects dishonest or fraudulent activity will report it immediately as provided in this policy and should not attempt to personally conduct interviews or interrogations related to any suspected fraudulent act (see REPORTING PROCEDURE section below).

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know except as required by law.

AUTHORIZATION FOR INVESTIGATING SUSPECTED FRAUD

Individuals tasked with investigating any suspected fraud will have:

• Access to FRCS records and premises as necessary for the investigation and as authorized by applicable law and FRSC policies, whether owned or rented;

and

• Authority to examine, copy or secure relevant records and property within the scope of an investigation, subject to applicable privacy, student-record, and employment laws and FRCS policies.

REPORTING PROCEDURES

Great care must be taken in the investigation of suspected improprieties or wrongdoings so as to avoid mistaken accusations.

An employee who discovers or suspects fraudulent activity will contact their supervisor or a member of the district Executive Team immediately. If the individual receiving the report is implicated, the report should be made to another member of the Executive Team. The employee or other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the Director of Finance or their designee or the school's legal representative. No information concerning the status of an investigation will be disclosed except as authorized or required by law. The proper response to any inquiries is: "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific reference.

REPORTING PROCEDURES

Individuals who report suspected fraud should be informed of the following:

• Do not contact the suspected individual in an effort to determine facts or demand restitution.

• Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the Director of Finance or their designee or the school's legal representative.

TERMINATION

If an investigation results in a recommendation to terminate an individual, the recommendation will be reviewed for approval by the designated representatives from Human Resources and the school's legal representative and, if necessary, by outside counsel, before any such action is taken. The investigator does not have the authority to terminate an employee. The decision to terminate an employee is made by the employee's supervisor.