

APPROVED



## Foxborough Regional Charter School

### Minutes

#### Board Meeting

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#### **Date and Time**

Tuesday August 10, 2021 at 6:15 PM

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#### **Meeting Format**

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

During the meeting, the Board follows the published agenda and works through business. Audience members are not part of the formal discussion or deliberations, but may raise their hand to add brief comment or ask clarifying questions. Meetings start promptly on time as noted on the agenda.

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#### **Trustees Present**

Badawi Dweik (remote), Kathleen Crawford (remote), Sergio Martin (remote), Susanna Girard (remote)

#### **Trustees Absent**

Matthew Yezukevich

#### **Guests Present**

Annie Azarloza (remote), Heidi Berkowitz (remote), Karen Calvert (remote), Luis Soria (remote), Matt Harrington (remote)

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## **I. Opening Items**

### **A. Roll Call Attendance**

### **B. Call the Meeting to Order**

Kathleen Crawford called a meeting of the board of trustees of Foxborough Regional Charter School to order on Tuesday Aug 10, 2021 at 6:18 PM.

## **II. Leadership Report**

### **A. Awards, Honors & Recognition**

- The school hosted several kindergarten playground meet-ups where Dr. Soria was able to meet some incoming students.
- FRCS was awarded a STEM Grant funded by the Massachusetts Life Science Center (MLSC) for \$46,000 in additional STEM equipment.
- Term 3 Honor Roll was published congratulations to all.

### **B. Equity & Inclusion**

Annie Azarloza, Director of Teaching and Learning is passing the torch to our new Executive Director, Dr. Luis Soria. Our next meeting is scheduled for August 25, 2021.

### **C. Personnel Update**

- We have hired, through a grant, a Middle School Dean of School Culture, and a HS Dean of School Culture. Mr. Papuga will lead the middle school; Ms. Sclar will lead our high school. Their start date is 26AUG2021.
- We have narrowed down our search for Director of School Climate and Culture to two worthy candidates.
- Krisan Pope, Director of Human Resources has given her resignation effective 27AUG2021. We will begin refining that job description so that it serves our current district needs and post for the position very soon.

### **D. Special Topic**

Nothing at this time

## **III. Committees**

### **A. Enrollment**

The board reviewed the current enrollment numbers provided in the packet of materials, including the mid-year attrition data and the summer attrition.

## **B. Facilities**

- Elementary School Flooring
  - Project delayed, and 2nd-floor hallways will not be completed in summer 2021. The lead time for the number of materials is 12-14 weeks.
  - Met with the contractor - going to mobilize over school breaks
  - The goal for FY22 is to complete the 2nd-floor and 1st-floor hallways by 6/30/22, Waiting on a revised contract and then approval.
- Elementary School Gym Roof
  - Installer on vacation most of July- goal is to schedule on-site visit August 2021
- School Vans
  - All of the vans have been sold—project Complete.
- Universal Power Supply
  - It has been installed—project Complete.
- Staff Laptops
  - MS Surface Pro device selected by T&L
  - Quantities gathered and quoted revised.
  - Ordering imminently - lead time unknown.
- MS Fabric Wall Removal
  - Twelve classrooms complete
  - Five classrooms remain- may be able to complete over breaks pending schedule.
- Elementary School Bathroom Conversion
  - Floor plumbing/trenching complete Bathroom tentative completion date 13AUG
- Elementary School Sewerage
  - Drawings complete
  - Same plumber as bathroom conversion, a project scheduled to begin once bathroom complete
- HVAC Controls
  - FRCS fully converted to AEM controls - project complete

## **C. Finance**

Nothing at this time

## **D. FRCS Foundation Inc**

Nothing at this time

## **E. Governance**

The board reviewed the overall board assessment that was just completed. Board Recruitment is a crucial area for the board to focus on in FY22. The Board of Trustees

would like to get to 7-9 total board members. The hope is to add members with skills that will round out the skillsets of existing members and administration. A focus on skills in either law or Human Resources is desired.

The board would also like to improve in the area of Board Goals. This and increasing the number of board members would be easier if we had job descriptions for all board positions and committees. Susanna Girard took an action item to send Board on Track's Templates for Committee and Job descriptions. The board members to an action to review the appropriate files and come to the next meeting with proposed changes and to make progress towards adopting FRCS Board of Trustees Job Descriptions and Committee Descriptions.

#### **IV. Policy Review**

##### **A. New/Old Policies**

Nothing at this time

#### **V. Special Reports**

##### **A. English Language Parent Advisory Committee (ELPAC)**

Nothing at this time

##### **B. Parent Advisory Group (PAG)**

Nothing at this time

##### **C. Partners in Education (PIE)**

Nothing at this time

##### **D. Special Education Parent Advisory Committee (SEPAC)**

Nothing at this time

#### **VI. Closing Items**

##### **A. Approval of Minutes:08JUN2021**

Tabled

##### **B. Approval of Minutes:13JUL2021**

Tabled

##### **C. Adjourn Meeting**

Susanna Girard made a motion to adjourn the meeting via roll call vote.

Badawi Dweik seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

Kathleen Crawford	Aye
Matthew Yezukevich	Absent
Badawi Dweik	Aye
Sergio Martin	Aye
Susanna Girard	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:54 PM.

Respectfully Submitted,  
Susanna Girard

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**Documents used during the meeting**

*None*

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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.