

APPROVED



## Foxborough Regional Charter School

### Minutes

#### Board Meeting

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##### **Date and Time**

Tuesday May 10, 2022 at 6:15 PM

##### **Location**

Foxborough Regional Charter School

**Dr Ralph Edwards Conference Room**

131 Central Street

Foxborough, MA 02035

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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.

##### **In person details:**

- Please Review [COVID Guidelines](#) if you are attending in person
  - Please Enter through the District Main Office
  - Please remember to sign in upon arrival
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### **Trustees Present**

Anissia Vixamar (remote), Badawi Dweik (remote), Matthew Yezukevich (remote), Sergio Martin, Susanna Girard, Todd Tetreault

### **Trustees Absent**

Kathleen Crawford, Ramona Royal

### **Trustees who arrived after the meeting opened**

Badawi Dweik

### **Trustees who left before the meeting adjourned**

Anissia Vixamar, Badawi Dweik, Matthew Yezukevich

### **Guests Present**

Annie Azarloza, Dana Benton-Johnson (remote), Heidi Berkowitz, Julia Garcia, Karen Calvert, Kathleen Foley, Michelle Struba (remote)

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## **I. Opening Items**

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

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

Sergio Martin called a meeting of the board of trustees of Foxborough Regional Charter School to order on Tuesday May 10, 2022 at 6:16 PM.

## **II. Leadership Report**

### **A. Leadership Report**

**Kathleen Foley** presented the history of MAP testing and the impact of COVID on the testing and the challenges it created. Goals set for upcoming years will be in line with DESE guidelines. See attached presentation for details.

### **B. Diversity, Equity & Inclusion**

**Dana Benton-Johnson** provided an update to the Board on creating a Board Committee for Diversity, Equity, & Inclusion. The students will continue to have an advisory board with students and staff to be a part of outside of Open Meeting Law but would like the opportunity to have a Board level Diversity, Equity, & Inclusion Committee as well.

### **C. Personnel Update**

- There are approximately twenty-three positions posted for FY23. No new hiring is expected to happen this fiscal year except for twelve month positions.
- The only exit this month was the Director of Operations which is a District Role.
- Welcomed our new HR Manager, **Michelle Struba**.
- The School is adding a new software platform to manage applications and employee files which will roll out this summer.

### III. Board Business

#### A. Committee Assignments for Trustees & Senior Leadership

The Board discussed making Diversity, Equity, & Inclusion a Board committee as previously mentioned in the meeting.

Badawi Dweik made a motion to add a Board Committee for Diversity, Equity, & Inclusion.

Susanna Girard seconded the motion.

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

##### Roll Call

Badawi Dweik	Aye
Matthew Yezukevich	Aye
Susanna Girard	Aye
Ramona Royal	Absent
Sergio Martin	Aye
Anissia Vixamar	Aye
Todd Tetreault	Aye
Kathleen Crawford	Absent

The Board discussed the proposed positions for Board Members and Senior Leaders and made only one change. Lori Obenchain would not participate on the Governance Committee.

Todd Tetreault made a motion to Approve the Board Committee Membership for Trustees and Senior Leadership effective today through 30NOV2022 as amended.

Badawi Dweik seconded the motion.

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

##### Roll Call

Susanna Girard	Aye
Sergio Martin	Aye
Todd Tetreault	Aye
Kathleen Crawford	Absent
Badawi Dweik	Aye
Anissia Vixamar	Aye

#### **Roll Call**

Matthew Yezukevich Aye

Ramona Royal Absent

### **B. Leadership structure FY23**

**Annie Azarloza** and **Heidi Berkowitz** recommend we move forward with a consultant to assist the Senior Leadership for FY23. The feeling is that having an interim Executive Director would be a lot of change that is not needed at this time.

The School is working with a consultant on other matters and feels she, Gianna Cassetta of Red House Consulting might be a good fit.

Julia Garcia will work with Annie and Heidi to identify the statement of work for the roll and then look to see who will fill it. Money can be shifted within existing budget for this role.

We will no longer need to post the Interim Executive Director Roll on hiring web-sites.

Susanna Girard made a motion to authorize Julia Garcia to remove the interim Executive Director position from websites.

Todd Tetreault seconded the motion.

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

#### **Roll Call**

Badawi Dweik Aye

Anissia Vixamar Aye

Matthew Yezukevich Aye

Sergio Martin Aye

Susanna Girard Aye

Kathleen Crawford Absent

Ramona Royal Absent

Todd Tetreault Aye

### **Request for Proposal for the Executive Search**

The Finance Committee has posted the Request for Proposal for the Executive Search Company to source a new Executive Director for FY24

Badawi Dweik left at 8:05 PM.

## **IV. Community Group Updates**

### **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

## **V. Committees**

### **A. Appeals**

- The school will hold another lottery this July.
- The appeals committee heard two appeals this month. One was able to be granted, pending documentation. The other was not, but they would be able to re-apply in the July lottery.

Badawi Dweik arrived at 8:09 PM.

### **B. Facilities**

- **Todd Tetreault, Annie Azarloza and Badawi Dweik** walked through the facilities the Director of Operations before his last day.
- The school has received three architectural proposals for the Middle School Roof. They were not available at the time of the meeting so the Board decided to hold another meeting prior to the June Board meeting.
- The Elementary School Gym Roof was slow as the school attorney had to get involved to get the warranty work moving.
- The Elementary School 10gb & Firewall project is complete.
- The Elementary School lobby Rot/ Corrosion work is continuing. The lobby door will also need replacement.

### **C. Finance**

- The FY22 budget is moving as expected to meet all debt covenants.
- The school must also maintain a cash reserve in order to pay for projects like the Middle School Roof.
- FY23 budget will be ready for Board review and approval by the June Meeting.

- The school nurse would like to purchase equipment to conduct vision screening. Currently it needs to be borrowed which includes scheduling and limited access to the equipment.

Matthew Yezukevich made a motion to authorize the school purchase of vision screening equipment for up to \$9,000 from Board Capital Reserve.

Susanna Girard seconded the motion.

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

#### **Roll Call**

Matthew Yezukevich	Aye
Sergio Martin	Aye
Kathleen Crawford	Absent
Anissia Vixamar	Aye
Susanna Girard	Aye
Todd Tetreault	Aye
Ramona Royal	Absent
Badawi Dweik	Aye

#### **D. FRCS Foundation Inc**

- The Golf Tournament is scheduled for 17JUL2022

#### **E. Governance**

Nothing at this time

### **VI. Policy Review**

#### **A. First Reading of New/Changing Policies**

##### **Employee Handbook**

- Addition of an anti-racist policy
- Addition to say that in order to confirm a COVID positive test, the school must receive a PCR test within 5 days
- Clarify the policy on pay increases for masters degrees. Currently increases will be made at the start of the new year. The SLT and Board unanimously move to support mid-year increases pending analysis of financial impact. An actuary has been engaged to review this and other items.
- Limit religious observances to three.
- Revise dress code back to business casual attire (no jeans).
- Remove Julia & Heidi's names from the harassment section and replace with titles. Create an addendum with all current district staff and titles.
- Clarify the Holiday policy to change the authorization lies with the BOT and not Executive Director.
- Remove the word "scholar" form the handbook and replace with "student".

- Revise the Technology Use policy (more employee focused).

Matthew Yezukevich left at 8:30 PM.

Anissia Vixamar left at 9:00 PM.

Badawi Dweik left at 9:00 PM.

## **B. Second Reading of New/Changing Policies**

Nothing at this time

## **VII. Closing Items**

### **A. Approval of Minutes: 12APR2022**

tabled

### **B. Approval of Minutes: 27APR2022**

tabled

### **C. Vote to Adjourn**

Susanna Girard made a motion to adjourn the meeting.

Todd Tetreault seconded the motion.

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

#### **Roll Call**

Sergio Martin	Aye
Matthew Yezukevich	Absent
Ramona Royal	Absent
Kathleen Crawford	Absent
Badawi Dweik	Absent
Susanna Girard	Aye
Todd Tetreault	Aye
Anissia Vixamar	Absent

### **D. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:09 PM.

Respectfully Submitted,  
Susanna Girard

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## **Documents used during the meeting**

- Board Mtg 5\_10\_2022.pdf

- May2022 Committee Proposal.pdf
  - FRCS Empl Handbook - 2022-2023 Board Version 1[72]..pdf
  - Employee Handbook changes 06MAY2022.pdf
  - Facilities Update May 2022.docx
  - FY20-FY30 Capital Plan - May'21.xlsx
  - Apr. 2022 - Budget to Actual (Summary).PDF
  - Apr. 2022 - Balance Sheet (Summary).PDF
  - Apr. 2022 - Budget to Actual (Comparative Summary).PDF
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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.