

APPROVED



## Foxborough Regional Charter School

### Minutes

#### Board Meeting

Session 2

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#### Date and Time

Tuesday June 14, 2022 at 7:00 PM

#### Location

Foxborough Regional Charter School

#### MS Media Center

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, Badawi Dweik (remote), Kathleen Crawford, Kathleen Foley, Matthew Yezukevich, Ramona Royal (remote), Susanna Girard, Todd Tetreault

### **Trustees Absent**

Sergio Martin

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

Ramona Royal

### **Guests Present**

Amanda Haynes (District 504 Coordinator/Adjustment Counselor HS), Annie Azarloza, Dana Benton-Johnson, H. Hardie (Teacher - Department Head), Heidi Berkowitz, Julia Garcia (remote), Karen Calvert, Lauren Ells (Teacher), Lori Obenchain (remote), Matt Duska (Teacher), Mike Cournoyer

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## **I. Opening Items**

### **A. 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 Jun 14, 2022 at 7:01 PM.

### **C. Non-Trustee listed in minutes as a Trustee**

**NOTE: Kathleen Foley is listed in the minutes as a "Trustee" due to a software issue with Board on Track. She participated in a vote of a task force minutes during this meeting. To give her voting privilege's the Board on Track Software listed her as a "trustee" in the meeting minutes of this meeting. A recommendation for change has been submitted to the software company for a change in software.**

## **II. Board Business**

### **A. Update 25MAY2022 School Stay Put Order**

There is no additional information to be provided at this time.

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

**Statement of work for the Advisor to the Co-Executive Directors**

- Change: attendance at Board meetings is required
- Discussed whether the Board Education section should be updated or removed. Ultimately was decided to leave it in.

Susanna Girard made a motion to approve the statement of work for the Advisor to the Co-Executive Directors as amended via roll call vote.

Matthew Yezukevich seconded the motion.

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

**Roll Call**

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

**C. Board Committee Task Force**

The Committee met three times and was able to accomplish the tasks assigned to it. It has been disbanded assuming the Board accepts the deliverables. The two new policies are up for a first reading at this meeting.

**III. Leadership Report**

**A. Leadership Report**

**Mike Cournoyer** introduced **Nancy LeBlanc** and **Leeanna Brown** to present the High School's College Preparatory Program. See attached presentation. It was a thorough presentation which lead to few questions but compliments for the presentation.

**B. 2022-2023 School Calendar**

Matthew Yezukevich made a motion to approve the updated 2022-2023 school year schedule as presented via roll call vote.

Todd Tetreault seconded the motion.

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

**Roll Call**

Ramona Royal	Aye
Matthew Yezukevich	Aye
Kathleen Crawford	Aye
Kathleen Foley	Aye

#### **Roll Call**

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

#### **C. Personnel Update**

- The new Director of Operations will start in a few weeks.
- Offer letters for next year will be distributed tomorrow.

#### **IV. Privilege of the Floor**

##### **A. Privilege of the Floor**

**H Hardie** (Teacher (Department Head), **Matt Duska** (HS Art Teacher) and **Lauren Ells** (HS teacher) spoke of their desire to form a union at FRCS.

#### **V. Community Group Updates**

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

- Looking for a new President
- Done meeting for this school year

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

No updates

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

No updates

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

- Has a new President and they will start running the meetings in the fall
- Done meeting for this school year

#### **VI. Committees**

##### **A. Appeals**

- Heard one appeal in June so far and was not able to grant the appeal.
- Two more appeals are scheduled to be heard at the end of the month
- We have been discussing the scope of the committee and have made progress on finalizing it.

- The committee intends to meet at least three times during the school year on the 3rd Thursday of the month (October, January and March) at 8:00am and call additional meetings as needed.

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

No update at this time

## **C. Facilities**

- Open projects are all making progress: ES flooring, ES Gym Roof will take a week to fix, ES Lobby repairs
- MS Roof solar panels are being assessed
- The group is working on the scope of the committee and official meeting times.
- The committee is working on a project plan to demolish the house at 137 Central street that is owned by the school.

NOTE: Badawi temporarily lost connection during this part of the meeting  
The board took a 5 minute recess for a bio break.

## **D. Finance**

- The RFP for an executive leader search firm has not received any proposals.
- The current budget is trending as expected.
- FY23 Budget
  - Recommend adding \$25,000 for the demolition of the house at 137 Central Street which is owned by the School. Which should come out of the Operations Services line of the budget.
  - Salaries increased from FY22 to FY23 is on average 4.5%
  - Employee Health Benefits:
    - The Board of Trustees previously approved an increase in school share of Employee's health benefits from 65% in FY22 to 70% in FY23.
  - The contract for Transportation for Student Services increased due to a state mandate and the budget is being increased to cover the expense as required. The increase is \$230/day/van to \$350/day/van.

Susanna Girard made a motion to approve the FY23 budget as amended.

The amendment includes a \$25,000 building service line to demolish a house the school currently owns at 137 Central Street.

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

### **Roll Call**

Badawi Dweik      Aye

**Roll Call**

Matthew Yezukevich Aye  
Kathleen Crawford Aye  
Ramona Royal Aye  
Sergio Martin Absent  
Anissia Vixamar Aye  
Kathleen Foley Abstain  
Susanna Girard Aye  
Todd Tetreault Aye  
Ramona Royal left at 8:30 PM.

**E. FRCS Foundation Inc**

- The board thanked **Nancy Sepe** for her years of dedication to the school district and foundation.
- The Golf Tournament is planned for July and the Foundation is working on plans to celebrate the 25th of the anniversary.
- The Foundation is a separate entity with a set of Bylaws and Articles of Organization. **Susanna Girard** suggests the Board does not need to have oversight of this organization. It is recommended that the Board vote to no longer consider the FRCS Foundation Inc a board committee as they are self-organized.

Matthew Yezukevich made a motion to no longer consider the FRCS Foundation Inc a sub committee of the Board of Trustees (BOT). Thus no longer requiring the BOT to have oversight to the foundation.

Todd Tetreault seconded the motion.

Roll call vote

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

**Roll Call**

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

**F. Governance**

- Governance Committee had their first meeting this week
- The review of the scope 1st reading occurred.

- It is suggested we may want Kathleen Foley to join this committee. She will be invited to the next meeting to review the scope and we will present her for nomination at an upcoming meeting if needed.

#### **G. Staff Recruitment & Retention**

No updates at this time

#### **H. Student Recruitment & Retention**

The committee is working on the scope of the committee

### **VII. Policy Review**

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

##### **Board Committee Eligibility & Participation**

- remove the FRCS Foundation Inc from the document
- Change the scope into a table to add clarity
- With the way students obtain working papers in mind it is suggested
  - that the students participation is limited to regular meeting times and not require them to attend special additional meetings.
  - Students do not meet after 8pm, If meetings run longer they are excused.
- Call the student to work with the Board of Trustees a "Liaison"
- Add clarity on students not being able to attend Executive sessions

##### **Board Committee Selection Process**

- remove the FRCS Foundation Inc from the document
- Change the scope into a table to add clarity
- It was noted that the task force discussed and decided unanimously the following
  - Students liaison to the Board of Trustees would be selected by the board and not elected by their peers
  - Adults selected to be added to committee would be selected and not randomly chosen. Meaning the trustees & SLT on the committees would be the ones doing the selection.
  - Staff, Parents/guardians & Student representation would last from Sept to June. The Sept BOT meeting should be moved to 20SEP to accommodate submissions of applications.

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

- Code of conduct and Student handbook are expected at the July meeting

#### **C. Third Reading of New/Changing Policies**

Matthew Yezukevich made a motion to approve the Employee Handbook as amended.

Kathleen Crawford seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

**VIII. Closing Items**

**A. Approval of Minutes: Board Committee Task Force 06MAY2022**

Kathleen Foley made a motion to approve the minutes as amended from Board Committee Task Force Meeting on 05-06-22.

Susanna Girard seconded the motion.

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

**Roll Call**

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

**B. Approval of Minutes: 12APR2022**

Tabled

**C. Approval of Minutes: 27APR2022**

Tabled

**D. Approval of Minutes: 10MAY2022**

Tabled

**E. Approval of Minutes: 23MAY2022**

Tabled

## F. Vote to Adjourn

Susanna Girard made a motion to adjourn the meeting to executive session via roll call for the purpose of conduct strategy sessions in preparation for negotiations with nonunion personnel not to return to public session.

Kathleen Crawford seconded the motion.

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

### Roll Call

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

## G. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:12 PM.

Respectfully Submitted,  
Susanna Girard

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## Documents used during the meeting

- Scope of Work- ED Consultant.docx
- FRCS College Preparation Program .pdf
- 2022 - 2023 Key Dates Calendar.docx.pdf
- FY2023 Budget Proposed Roll up.pdf
- May 2022 Budget to Actual Summary with FY23 Budget.pdf
- May 2022 Balance Sheet Summary.pdf
- May 2022 Budget to Actual Comparative (1).pdf
- Foundation ByLaws.pdf
- Articles of Organizaton REDACTED.pdf
- DRAFT Committee Selection Process (3).pdf
- DRAFT Committee Eligibility and Participation (3).pdf
- 6.14.22 - FRCS Employee Handbook - 2022-2023.pdf

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.