

APPROVED



## Foxborough Regional Charter School

### Minutes

#### Board Meeting

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**Date and Time**

Tuesday August 9, 2022 at 6:15 PM

**Location**

Foxborough Regional Charter School

**Media Center**

131 Central Street

Foxborough, MA 02035

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**Trustees Present**

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

**Trustees Absent**

Sergio Martin

**Trustees who left before the meeting adjourned**

Ramona Royal

**Guests Present**

Annie Azarloza, Dana Benton-Johnson, Heidi Berkowitz, Julia Garcia, Karen Calvert (remote), Kathleen Foley, Lesly Michelot, Michael Collins (President of Ray & Associates)

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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 Aug 9, 2022 at 6:18 PM.

Note: The meeting started late due to a technical issue with the electrical system in the meeting room.

## **II. Board Business**

### **A. Executive Leader Search**

**Michael Collins** of Ray & Associates explained the process that they would use to search for a new Executive Director.

- Focus Groups
- Interviews
- Online surveys
- Advertisement
- Setting expectations on the calendar

### **B. HR Knowledge Agreement**

Tabled

## **III. Leadership Report**

### **A. Orientation Week / Development Days**

**Kathleen Foley** walked the board through the plan for Orientation week for the staff. There are also a few days for new hires the week prior. They are working hard to ensure there is no repeat information in the schedules to maximize people's time. Kathleen also shared the current agenda items for staff development days through the school year.

### **B. Personnel Update**

**Julia Garcia** updated the board on the current staffing levels going into the new school year:

- The new Talent Ed platform is allowing us to post to multiple websites including [www.indeed.com](https://www.indeed.com) all at the same time with a single post. We see more applications come from that site than others. This is not a site we have previously used.
- **Kathleen Crawford** discussed the organizational structure for FRCS and confirmed for everyone that both Human Resources and Finance have a dotted reporting line to the Board of Trustees.

- Salaries are still an issue with people leaving despite the attempt to stabilize them for the educational staff last school year. This did not include all of the support staff. All teachers are in high demand these days, but Special Education teachers are particularly difficult to retain and get offers accepted.
  - **Karen Calvert** reminded everyone that the Finance Department is working with an actuary to review all salaries across the school district to see what can be done to be more competitive and fair. This is happening in the next few weeks.
  - The discussion reviewed the change that Dr. Soria made last year in switching from a Merit-Based system to a scaled system. Many teachers were not happy with the switch from an evaluation to a feedback communication that was not linked to a merit base. The administration would like to survey the staff to see what system they would like to use this year.
- The school district has thirty-eight open positions equally distributed across all three schools.
  - Fourteen offers have been extended. Eleven were accepted, and one was a transfer from another role.
  - Eighteen resignations have been submitted since school ended. Eight this past week (7 days.)
  - Eleven of these positions were newly created since school ended.
  - Special Education offers have been rejected at a higher rate than other positions across the country, and we are feeling it.
  - Signing bonuses were considered, but the administration and board both feel this is unfair to exist staff.

### **C. Listening Sessions for families and students**

Tabled

## **IV. Policy Review**

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

- Dress Code
  - The copy attached to the agenda did not have all the changes included. The board read the copy provided and requested that "scholars" be changed to "students".
- Governance Committee Scope Document
  - The title should have the word "excellence" removed
  - The Board requested it be reorganized so there is an "out of scope section" to add clarity to the document.

- Student Recruitment & Retention Committee Scope Document
  - The header has the wrong title on it
  - Term of office should match the Governance committee wording.
- Facilities Committee Scope Document
  - Change the meeting time from Monday to Thursday

## B. Second Reading of New/Changing Policies

- Board Committee Documents
  - Eligibility Policy
    - Correct Typos
  - Participation Policy
    - Correct Typos
  - Selection Policy
    - Correct Typos
  - Appeals Committee Scope Document
    - No comments
  - Diversity, Equity & Inclusion Committee Scope Document
    - Tabled
- Code of Conduct
  - Tabled

Matthew Yezukevich made a motion to approve the Board Committee Eligibility Policy as amended.

Kathleen Crawford seconded the motion.

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

### Roll Call

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

Matthew Yezukevich made a motion to approve the Board Committee Selection Process Policy as amended.

Todd Tetreault seconded the motion.

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

### Roll Call

Badawi Dweik	Aye
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**Roll Call**

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

Matthew Yezukevich made a motion to approve Board Committees Participation Policy as amended.

Anissia Vixamar seconded the motion.

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

**Roll Call**

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

Ramona Royal left.

Anissia Vixamar made a motion to approve the Board Scope Document for Appeals Committee as written.

Matthew Yezukevich seconded the motion.

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

**Roll Call**

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

**V. Committees**

**A. Appeals**

Discussed in the Policy Section.

**B. Diversity, Equity & Inclusion**

Discussed in the Policy Section.

**C.**

## **Finance**

Thomas Philbin has begun working without a contract on the Solar Project. The board is working with Mr. Philbin to make changes to it but also happy with the work he has accomplished thus far.

Todd Tetreault made a motion to approve Thomas Philbin to invoice and be paid up to 50 hours at his stated rate in the current draft of the contract.

Badawi Dweik seconded the motion.

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

## **Roll Call**

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

## **D. Facilities**

Discussed in the Policy Section.

## **E. Governance**

- Discussed in the Policy Section.
- Susie Girard reminded the board to complete the Board Assessment in Board on Track in the next two weeks.

## **F. Staff Recruitment & Retention**

## **G. Student Recruitment & Retention**

Discussed in the Policy Section.

## **VI. Closing Items**

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

No requests this evening.

### **B. Approval of Minutes**

Susanna Girard made a motion to approve the minutes as amended via roll call vote from Board Meeting on 07-19-22.

Badawi Dweik seconded the motion.

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

**Roll Call**

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

**C. Vote to Adjourn**

Matthew Yezukevich made a motion to adjourn the meeting.

Anissia Vixamar seconded the motion.

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

**Roll Call**

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

**D. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:08 PM.

Respectfully Submitted,  
Susanna Girard

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**Documents used during the meeting**

- Foxborough, MA Contract Executive Director.pdf
- Sample Timeline (payment structure reference).pdf
- HR Knowledge SOW.pdf
- #5 Instructional Staff Orientation Draft 2022-23 School Year .pdf
- \_ES Wednesday Professional Learning Plan 2022-23.pdf
- \_MS Wednesday Professional Learning Plan 2022-23.pdf
- \_HS Wednesday Professional Learning Plan 2022-23.pdf

- Active Positions - SY2223 - BOT.xlsx
- Hires in Progress 8.4.22 - BOT.xlsx
- DRAFT GOVERNANCE Committee (3).pdf
- Dress\_Code\_Policy\_Revisions\_8-4-22 DRAFT.docx
- Student Recruitment and Retention Committee.docx
- DRAFT Facilities Committee description.docx
- DRAFT Committee Eligibility.pdf
- DRAFT Committee Selection Process.pdf
- DRAFT Board Committee Participation.pdf
- DRAFT Appeals Committee.pdf
- Finance request.pdf
- Ops updates for Aug 9 Board Meeting .docx

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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.