

APPROVED



# Foxborough Regional Charter School

## Minutes

### Board Meeting

Session I

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#### Date and Time

Tuesday September 20, 2022 at 6:15 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 (remote), Badawi Dweik, Kathleen Crawford, Matthew Yezukevich (remote), Ramona Royal (remote), Sergio Martin, Susanna Girard, Todd Tetreault

### **Trustees Absent**

*None*

### **Guests Present**

Alisa Diakite, Annie Azarloza (remote), Dana Benton-Johnson, Heidi Berkowitz (remote), Karen Calvert, Kathleen Foley, Lesly Michelot, Scott Thomas

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## **I. Opening Items**

### **A. Attendance**

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

Susanna Girard called a meeting of the board of trustees of Foxborough Regional Charter School to order on Tuesday Sep 20, 2022 at 6:16 PM.

## **II. Leadership Report**

### **A. Leadership Report**

**Alisa Diakite & Scott Thomas** gave a presentation on how the Middle School is running with the start of the new year. They detailed the changes from last year and their impact. Details can be read in the attached file "Final What is going on."

They report that the drop in enrollment has been an asset for the Middle School. The current enrollment is below target for the year.

#### **per grade in middle school**

Previous Years target: 145

Current Years Target: 130

Current enrollment: 109 Example

We have 8 students on the waitlist in the 7th and 8th grades that are siblings. There was a discussion if we should make offers to those students.

Susanna Girard made a motion to authorize backfilling open positions in grades 7 and 8 to a target enrollment up to 130 students per grade.

Badawi Dweik seconded the motion.

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

**Roll Call**

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

**B. Personnel Update**

**Heidi Berkowitz** shared an updated hiring status report. Changes have occurred since the report was posted two days ago. Hiring has occurred but there are still open positions in Spanish, Character Education, Math, Social studies, Music, Special Education, and Computers. See attached file.

**III. Board Business**

**A. Executive Director Search**

**Executive Director Search**

**Anissia Vixamar** reported that the survey was going out to the community to rate the skills that an Executive Director should have to incorporate into the search process.

**Interim Executive Director Search**

**Matthew Yezukevich** reported they are narrowing the resumes and anticipate interviews can begin the first week of October.

**B. Selection of the Student Liaison position**

The videos have not been sent to the board to date. We expect them at the board meeting in October.

**C. Board Committees Participation**

The Board reviews the current number of volunteers. We still have it open until the end of the month. Susie Girard will host an information session after school on Monday 26SEP2022.

#### **IV. Community Group Updates**

##### **A. District Advisory Group DAG**

No update provided

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

No update provided

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

No update provided

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

No update provided

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

No update provided

##### **F. Teachers Advisor Group TAG**

No update provided

#### **V. Committees**

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

Three appeals were heard in August and one in September. None of the appeals were granted based on the information provided to the committee.

Enrollment is low based on our targets. The Outreach team is working toward filling open spots. It should be noted that 24 withdrawals occurred in the High School.

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

Nothing to report

##### **C. Facilities**

The Board reviewed the facilities report provided by **Lesly Michelot**.

In addition to the reports an update on the following was provided

- Synergy Security Training

- Ovens
- Yellow House Demolition. The house has been demolished but not the garage.
- Energy Audit
- Assessment of rool support system for solar

The Board asked about walkthroughs and how often they occur? Lesly reports he is in the hallways all the time and making notes of repairs. The following are repairs that have occurred recently

- Cameras
- Getting Keys to teachers for their classrooms
- Graffiti in restrooms

#### **D. Finance**

Last winter a salary adjustment was done using an internal process. It was not conducted well. It did not consider all staff members. It was going to lead to the creation of a chart that did not get completed due to a change in staffing within leadership.

Spring of 2022 it was clear a better review was needed so an actuary was hired to look at all staff and compare salaries to other schools (8) in the area as well as a national look.

The goal is to move toward a step grade structure more in line with traditional public schools.

This is tied to the review process for staff. Would it be Merit-based or not? It impacts the rollout but not the results in five years' time speaking strictly financially. It needs to be linked to the system we use for evaluations.

It was suggested we return to the old tool as a coaching tool until November and allow a sub-committee to determine what we use going forward.

**Kathleen Foley** and **Matthew Yezukevich** will connect to establish a timeline.

#### **E. Governance**

Nothing to report

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

Nothing to report

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

Nothing to report

## VI. Policy Review

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

Nothing at this time

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

Susanna Girard made a motion to accept the Attendance Policy as amended.  
Kathleen Crawford seconded the motion.

**NOTE:** The changes were limited to punctuation  
The board **VOTED** unanimously to approve the motion.

#### Roll Call

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

Kathleen Crawford made a motion to accept the Staff Recruitment & Retention scope document as amended.

Badawi Dweik seconded the motion.

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

#### Roll Call

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

## VII. Closing Items

### A. Privilege of the Floor

Seeing the lack of form for Privilege of the Floor the Chair decided we did not have time for the privilege of the floor this evening due to the need to adjourn to an executive session.

### B. Approval of Minutes

tabled

### C. Adjourn Meeting

Susanna Girard made a motion to adjourn to the executive session for the purposes of strategy in preparation for negotiations with non-union personnel in the Executive session with the intent not to return to public session thereafter.

Badawi Dweik seconded the motion.

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

#### Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:33 PM.

Respectfully Submitted,  
Susanna Girard

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### Documents used during the meeting

- FRCS Committee Interest 16SEP2022.pdf
- Final - What is going on\_.pdf
- Staffing Update - Spetember 15 2022.docx
- Board Update - Enrollment Status 9-16-22.pdf
- Operations\_Department\_Update\_-\_September\_20\_2022.docx
- Aug 2022 Balance Sheet Summary.pdf
- Aug 2022 Budget to Actual Comparative.pdf
- Aug 2022 Budget to Actual Summary.pdf
- Attendance Policy.Revised.09-16-22 Second Reading.docx
- Scope\_Staff\_Recruit\_and\_Retain\_Committee\_(1).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.