

APPROVED



## Foxborough Regional Charter School

### Minutes

#### Board Meeting

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**Date and Time**

Tuesday December 13, 2022 at 6:15 PM

**Location**

Foxborough Regional Charter School

**Media Center**

131 Central Street

Foxborough, MA 02035

Or via Zoom:

<https://us02web.zoom.us/j/85081639734?pwd=ejhtSHp5SkpESzh0azFNbGtISS8ydz09>

Meeting ID: 850 8163 9734

Passcode: 851508

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**Meeting Format**

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

During the meeting, the Board and its committees follow the published agenda. Gallery members are not part of the formal discussion or deliberations. Those wishing to speak at a meeting are asked to follow our [Privilege of the Floor Policy](#). To request to speak at a meeting, please complete the following [google form](#) before the start of the meeting.

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**Trustees Present**

Anissia Vixamar (remote), Kathleen Crawford (remote), Matthew Yezukevich, Sergio Martin, Todd Tetreault

**Trustees Absent**

Badawi Dweik, Susanna Girard

**Guests Present**

Eddie Ingram, Heidi Berkowitz, Karen Calvert, Kathleen Foley (remote), Lesly Michelot, Saanvi Kumar (remote)

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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 Dec 13, 2022 at 6:18 PM.

**C. Privilege of the Floor**

No requests were received)

**II. Leadership Report**

**A. Leadership Report**

- Dr. Ingram provided an update on the Shared Values initiative he has undertaken with staff & leadership. See attachment provided.
- Dr. Ingram also shared plans for a documentary screening at the Orpheum theatre on January 18th, with discussions/group work to follow.

**B. Personnel Update**

Heidi Berkowitz presented the personnel update (in packet), there were several points of discussion:

- Kathleen Crawford requested that future updates include additional improvements:
  - Open roles with aging (amount of time role has been open)
  - Applicants & offers made for each role
  - New hires
- Kathleen suggested additional focus on hiring winter graduates
- Sergio asked for a general update on how we're feeling about new hire; Kathleen Foley provided several updates:

- Adding a talent acquisition role
- Continuing to work on TalentEd to source candidates
- Refreshing existing posts to keep applicants coming
- Heidi also indicated that there has been huge progress, many roles have been filled
- Additional updates:
  - Climate and Culture role is out of office at least through 12/31
  - Replacement for Data role starting 12/19
  - Student services role posted this week
- Sergio Martin asked specifically for an update on 7th grade staffing; Kathleen Foley provided several updates:
  - Science role filled
  - New math applicant in review
  - ELA being covered
  - Social Studies position filled

### **III. Board Business**

#### **A. Executive Director Search**

Anissia Vixamar and Matt Yezukevich provided updates:

- Waiting on applicant pool, application period closes January 2nd
- Still waiting for an update on focus groups conducted by Ray & Associates
- Anissia will reach out to Ray & Assoc. for improved weekly updates

#### **B. Board Training**

Training notes for prior period:

- Sergio Martin attended a Board on Track facilities committee training, he will try to provide a link to the recording.
- The board attended a training conducted by Dr. Ingram on shared values, attributes of high-functioning boards

#### **C. Board Committees**

Was intended as a discussion on finalizing committee chairs following board composition and role changes as of Dec 1. Tabled until Jan 10 meeting.

#### **D. Library & Librarian Discussion**

Per Sergio Martin's request, the group discussed the absence of a librarian. Discussion included:

- General concern regarding lack of a librarian; there was broad agreement in the group about the value of exposing children to books, cultivating a love of reading, et al.
- Concern was expressed that despite plans for teachers to manage the admin work of check-outs, etc., fewer elementary students had an opportunity to visit the library.
- Kathleen Foley agreed to review the concerns and come back to the board

#### **E. Possible update to Mission/Vision**

The group briefly discussed the need for a process to review and suggest updates to the mission and vision. Dr. Ingram agreed to present a draft timeline for this exercise at the January Board of Trustees meeting.

#### **F. Administrative Items/Housekeeping**

Three items were discussed:

- Todd Tetreault got consensus to look into how the FRCS Foundation can be de-commissioned in Board on Track as a Board Committee
- Matt Yezukevich proposed a clerk/scribe position for the Board of Trustees. Kathleen Crawford agreed to touch base with Board on Track for best practice/recommendation.
- Todd Tetreault proposed some consolidation of the community group agenda structure. Todd will follow up offline with Heidi Berkowitz.

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

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

Updates were covered in the Leadership Report discussion on Shared Values exercise.

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

(no additional notes)

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

(no additional notes)

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

(no additional notes)

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

Packet material reviewed; no additional notes.

#### **F.**

**Teachers Advisory Group (TAG)**

(no additional notes)

**V. Policy Review**

**A. First Reading**

(no first readings were conducted)

**B. Re-Reading**

(no second readings were conducted)

**VI. Committees**

**A. Appeals**

Heidi Berkowitz provided an update on enrollment (see packet material).

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

Anissia Vixamar provided an update; see packet material.

**C. Facilities**

- Lesly Michelot reviewed the packet material.
- Todd Tetreault requested that an update on the roof project be added as a standing item on the Operations Department Update

**D. Finance**

**E. Governance**

- Sergio Martin asked for an update on the unionization process.
  - Heidi Berkowitz advised that the union met and voted on officers and representatives; Kathleen Foley agreed to share that information.
- Additional questions were raised on union process timeline; Heidi Berkowitz suggested coordinating a meeting with our counsel (Nick Anasastakis) for an update.
- A request was made for an update on the union as a standing agenda item.

**F. Staff Recruitment & Retention**

- Todd Tetreault is working to schedule a second meeting, but it may not happen until January given the holidays
- Discussion on updating the Chair for this committee was deferred to January

**G.**

## Student Recruitment & Retention

### VII. Closing Items

#### A. Approval of Minutes

Todd Tetreault made a motion to approve the minutes from Session 1 on 10-18-22.

Matthew Yezukevich seconded the motion.

Saanvi Kumar voted in the affirmative

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

#### Roll Call

Susanna Girard      Absent

Badawi Dweik      Absent

Anissia Vixamar      Aye

Todd Tetreault      Aye

Sergio Martin      Abstain

Kathleen Crawford      Aye

Matthew Yezukevich      Aye

Todd Tetreault made a motion to approve the minutes as amended from Session 2 on 10-18-22.

Sergio Martin seconded the motion.

Saanvi Kumar voted in the affirmative

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

#### Roll Call

Badawi Dweik      Absent

Sergio Martin      Aye

Matthew Yezukevich      Aye

Anissia Vixamar      Aye

Todd Tetreault      Aye

Susanna Girard      Absent

Kathleen Crawford      Aye

Matthew Yezukevich made a motion to approve the minutes from Board Meeting on 11-03-22.

Kathleen Crawford seconded the motion.

Saanvi Kumar voted in the affirmative

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

#### Roll Call

Matthew Yezukevich      Aye

Sergio Martin      Aye

Susanna Girard      Absent

Todd Tetreault      Aye

Kathleen Crawford      Aye

Badawi Dweik      Absent

Anissia Vixamar      Aye

Matthew Yezukevich made a motion to approve the minutes as amended from Annual Board Meeting on 11-08-22.

Sergio Martin seconded the motion.

Saanvi Kumar voted in the affirmative

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

**Roll Call**

Todd Tetreault Aye

Anissia Vixamar Aye

Badawi Dweik Absent

Matthew Yezukevich Aye

Susanna Girard Absent

Kathleen Crawford Aye

Sergio Martin Aye

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 PM.

Respectfully Submitted,

Todd Tetreault

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**Documents used during the meeting**

- Leadership Report - December 13 2022.docx
- HR Board Dashboard- 12.8.22.pdf
- SEPAC Meeting minutes Dec 1 2022.pdf
- Board Update - Enrollment Status 12-8-22.pdf
- SY23-34 Enrollment Application Tracking Week1.docx.pdf
- DEI Committee Update 09 DEC 2022.docx
- Operations Department Update - Dec 13 2022.docx
- Nov 2022 Balance Sheet Summary.pdf
- Nov 2022 Budget to Actual Comparative.pdf
- Nov 2022 Budget to Actual Summary excel.xlsx
- Nov 2022 Budget to Actual 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.