

APPROVED



## Foxborough Regional Charter School

### Minutes

#### Board Meeting

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#### Date and Time

Wednesday April 27, 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, Badawi Dweik (remote), Kathleen Crawford, Matthew Yezukevich, Ramona Royal (remote), Sergio Martin, Susanna Girard, Todd Tetreault

### **Trustees Absent**

*None*

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

Badawi Dweik

### **Guests Present**

Annie Azarloza, Heidi Berkowitz (remote), Julia Garcia (remote), Karen Calvert (remote), Kathleen Foley

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## **I. Opening Items**

### **A. Roll Call 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 Wednesday Apr 27, 2022 at 6:15 PM.

## **II. Board of Trustees Business**

### **A. Board Business**

#### **Interim Executive Director Search:**

- No update from the various associations we have reached out to.
- The list of 3 potential candidates is down to 2 as one candidate took a position.
  - Kathy Egmont
    - Would need a part time position. She can work up to 1200 hours/year ~15/week and not impact her status as retired leader from Massachusetts.
    - Would prefer a consultant role.
    - Has experience in interim position.
  - Diana Lam
    - Experienced in Charter and Traditional Public Schools.
    - Experienced with diversity & inclusion, compliance and Roles & responsibilities definition.
    - Proposed 3-4 days a week
  - The Board agreed that Sergio would introduce the follow people to meet and discuss with the candidates

- Anissa Vixamar
- Ramona Royal and/or Todd Tetreault
- Matthew Yezukevich or Sergio Martin
- Annie Azarloza and Heidi Berkowitz
- Julia Garcia (support & suggest question)
- Post the Position
  - **Julia Garcia** requested permission to post the interim and permanent position to staffing websites like [www.SchoolSpring.com](http://www.SchoolSpring.com)

Susanna Girard made a motion to authorize Julia Garcia to post the interim Executive Director position to [www.SchoolSpring.com](http://www.SchoolSpring.com), [www.indeed.com](http://www.indeed.com) and other sites as she sees appropriate via roll call vote.

Badawi Dweik seconded the motion.

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

#### Roll Call

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

### III. Committees

#### A. Finance Committee

##### Request For Proposal (RFP) for Executive Director Search Firm

- The board discussed the needs at this time
  - We know what we want in a leader. Julia Garcia to share a job description with the Board. This is not a need at time time for inclusion in an RFP.
  - We would like the ability to recruit directly so the RFP should be clear on this.
  - The RFP is not required. The Board will decide at a later date if the RFP will be pursued.

##### Stipend for Staff taking on additional work

- Fill the gap created by the vacancy of the Executive Director position.
- Additional work will be added to Annie Azarloza, Heidi Berkowitz, Kathleen Foley and Ben Dryer workload.

- Last time there was a vacancy in this role we paid Annie Azarloza and Heidi Berkowitz each \$10,000/year in addition to their regular salary based on the increased work and responsivity.
- The Finance Committee in collaboration with Julia Garcia, Director of Human Resources suggest the following compensation.
  - Annie Azarloza, Heidi Berkowitz and Kathleen Foley be compensated for the additional work with \$1250/month
  - Ben Dyer be compensated for the additional work with \$500/month through the end of the school year.

Susanna Girard made a motion to compensate Annie Azarloza for additional work and responsibilities as she takes on the role of Co-Executive Director Teaching & Learning (Interim) at a rate of \$1250/month retroactively start 01MAR2022 until there is a change in roles and responsibilities via roll call vote.

Kathleen Crawford seconded the motion.

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

**Roll Call**

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

Susanna Girard made a motion to compensate Heidi Berkowitz for additional work and responsibilities as she takes on the role of Co-Executive Director Enrollment, Compliance, & Communication (Interim) at a rate of \$1250/month retroactively start 01MAR2022 until there is a change in roles and responsibilities via roll call vote.

Badawi Dweik seconded the motion.

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

**Roll Call**

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

Susanna Girard made a motion to compensate Kathleen Foley for additional work and responsibilities as she takes on the role of Deputy Director of Teaching & Learning

(Interim) at a rate of \$1250/month retroactively start 01MAR2022 until there is a change in roles and responsibilities via roll call vote.

Badawi Dweik seconded the motion.

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

**Roll Call**

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

Susanna Girard made a motion to compensate Ben Dyer for additional work and responsibilities as he supervises additional staff at a rate of \$500/month to begin 01MAY2022 until the end of the fiscal year via roll call vote.

Todd Tetreault seconded the motion.

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

**Roll Call**

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

**FY23 BUDGET**

- Budget planning is on track for an approval at the June Board meeting similar to last year.
- There is a strong bottom line.
- Health Insurance plan needs consideration now
  - The School District contributions in previous years has been 65%. The Finance Committee can recommends 70% contribution to support the staff with this expense.

Matthew Yezukevich made a motion to allow Karen Calvert to sign the contract with Tuff Health Insurance for FY23 at a cost of \$135,000 allowing the school district to cover 70% of the cost for plan participants/staff via roll call vote.

Todd Tetreault seconded the motion.

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

**Roll Call**

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

**IV. Board of Trustees Business**

**A. Board Business**

**Meetings with the Co-Executive Directors**

**Sergio Martin** will meet with Annie Azarloza and Heidi Berkowitz on a regular basis.

**SLT Meetings**

**Susie Girard** will send out a sign up to allow Trustees to volunteer to attend the Senior Leadership Team meeting that meets every other week. The Board has been attending the meetings since March and will continue.

**Board Committees**

The Board discussed the committees and which committee each board member may participate and/or chair. There was no vote this evening so that members could consider the work load. Several SLT members volunteered to work on committees.

It should be noted there are several trustees interested in participating on the Diversity, Equity & Inclusion committee, but it is not currently a Board Committee.

**V. Closing Items**

**A. Trustee left Meeting**

Badawi Dweik left at 8:13 PM.

**B. Approval of Minutes: 23MAR2022**

Matthew Yezukevich made a motion to approve the minutes from Board Meeting on 03-23-22.

Sergio Martin seconded the motion.

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

**Roll Call**

Kathleen Crawford	Aye
Ramona Royal	Abstain

**Roll Call**

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

**C. Approval of Minutes: 14MAR2022**

Matthew Yezukevich made a motion to approve the minutes as amended via roll call vote from Board Meeting on 03-14-22.

Kathleen Crawford seconded the motion.

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

**Roll Call**

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

**D. Approval of Minutes: 31MAR2022**

Matthew Yezukevich made a motion to approve the minutes from Board Meeting on 03-31-22.

Sergio Martin seconded the motion.

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

**Roll Call**

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

**E. Approval of Minutes: 05APR2022**

Matthew Yezukevich made a motion to approve the minutes from Board Meeting on 04-05-22.

Sergio Martin seconded the motion.

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

**Roll Call**

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

**F. Approval of Minutes: 08APR2022**

Matthew Yezukevich made a motion to approve the minutes as amended via roll call vote from Board Meeting on 04-08-22.

Sergio Martin seconded the motion.

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

**Roll Call**

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

**G. Approval of Minutes; 12APR2022**

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**H. Approval of Minutes: 15APR2022**

Matthew Yezukevich made a motion to approve the minutes as amended via roll call vote from Board Meeting on 04-15-22.

Susanna Girard seconded the motion.

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

**Roll Call**

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

**I.**



### **Vote to Adjourn**

Matthew Yezukevich made a motion to adjourn the meeting via roll call vote.

Todd Tetreault seconded the motion.

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

#### **Roll Call**

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

### **J. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:35 PM.

Respectfully Submitted,  
Susanna Girard

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### **Documents used during the meeting**

- DRAFT\_ Deputy Director of Teaching & Learning (Interim).docx
- DRAFT\_ Co-Executive Director\_Enrollment, Compliance & Communication (Interim).docx
- DRAFT\_ Co-Executive Director\_Teaching & Learning (Interim).docx
- 0722 Medical Renewal Comparison v2 - FRCS.xlsx

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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.