

APPROVED



## Foxborough Regional Charter School

### Minutes

#### Board Meeting

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#### Date and Time

Thursday October 13, 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/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](#). Meetings start promptly on time as noted on the agenda.

#### In-person details:

- Please Enter through the Middle School Main entrance
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#### Trustees Present

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

**Trustees Absent**

*None*

**Trustees who arrived after the meeting opened**

Anissia Vixamar, Badawi Dweik, Ramona Royal

**Trustees who left before the meeting adjourned**

Badawi Dweik

**Ex Officio Members Present**

Heidi Berkowitz

**Non Voting Members Present**

Heidi Berkowitz

**Guests Present**

Kathleen Foley, Lesly Michelot, Mallory St Brice (remote), Ryan Knight

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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 Thursday Oct 13, 2022 at 6:16 PM.

**C. Privilege of the Floor**

There were no requests to speak at the meeting today.

**Matt Yezukevich** updated the board that we have drafted a new "Privilege of the Floor Policy," and it is making its way through the Governance Committee before coming to the board for a vote.

Badawi Dweik arrived.

Ramona Royal arrived.

Anissia Vixamar arrived.

**II. Leadership Report**

**A.**

## Leadership Report

### MCAS DATA REVIEW

**Ryan Knight** of EdLight, PBC walked the Board through the attached presentation. The Board asked questions on where the school district needs to improve the most. The Board requested Ryan return with a comparison of the district to a weighted average of its sending district as well as the state. The Board would also like to see data over a longer period of time. It is notable that the results are not in alignment with the school's mission.

### B. Personnel Update

We are still struggling to fill roles. The school district is looking to get even more creative to attract more candidates, including having a school van do a pickup/drop off at the Mansfield Train station to potentially attract candidates from Providence.

The Board Welcomed **Mallory St. Brice** to the School District Administration.

## III. Board Business

### A. Board Student Liaison

We had six great submissions, which the Board reviewed ahead of the meeting. We did vote on who to offer the position to, and notably, it was a difficult choice. The position will be offered to **Saanvi Kumar** from the 9th grade.

Given it is a role that gets permission to speak and contribute to the conversation and that is granted to them by the Board Chair, it was determined there was no need to vote.

### B. Board Committees General Update

**Mallory St. Brice** has joined and needs to be appointed to the Board Committees so she will contribute to them. As the Director of Human Resources, it was previously discussed she be a member of the Staff Recruitment & Retention Committee. Additionally, she requested to be on the Diversity, Equity & Inclusion Committee.

Todd Tetreault made a motion to appoint Mallory St. Brice to the Staff Recruitment & Retention and Diversity, Equity & Inclusion Committees.

Anissia Vixamar seconded the motion.

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

### Roll Call

Todd Tetreault	Aye
Badawi Dweik	Aye
Sergio Martin	Aye
Kathleen Crawford	Aye
Matthew Yezukevich	Aye
Ramona Royal	Aye

**Roll Call**

Susanna Girard     Aye  
Anissia Vixamar     Aye

**C. Eastern Bank Paperwork**

Eastern Bank needs a Board vote to add a signer to the School District's bank accounts.

Matthew Yezukevich made a motion to add Kathleen Foley to the authorized signers for the Foxborough Regional Charter Schools Operating Account.

Kathleen Crawford seconded the motion.

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

**Roll Call**

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

**IV. Community Group Updates**

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

The Community Groups are being recruited along with the Task Forces. The deadline to volunteer was today. The groups will be structured and set up for a meeting soon.

**Kathleen Crawford** asked the different groups to submit their updates in writing.

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

No update at this time

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

No update at this time

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

No update at this time

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

No update at this time

**F.**

## **Teachers Advisory Group (TAG)**

See DAG update

## **V. Policy Review**

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

None at this time

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

None at this time

## **VI. Committees**

### **A. Appeals**

#### **Appeals**

- There have been no appeals since our last meeting.

#### **Enrollment update SY22/23**

- Enrollment has been low, and waitlist numbers are getting low. Heidi reached out to DESE and determined if we have exhausted our waitlist, we can enroll immediately after an application is received without holding a new lottery.
  - It is noted that the current under-enrollment (57) for the Middle School translates into a one million dollar loss in revenue if not addressed.
- Heidi and Kathleen worked with the Middle School Principal and staff to execute a plan that will increase student enrollment to meet the budget needs as well as the needs of the grades.
  - They will not enroll additional 7th grade students without a staffing solution in place.
  - They have established a start date as well so that students do not show up on the first day each day of the week. They are grouped with a single start date.
- The proposal would be to increase the number of students in the 9th grade as well. Heidi and Kathleen will work with the High School Principal to ensure that any increase is done "smartly," with the needs of the High School also being taken into consideration.

#### **Enrollment SY23/24**

- The application will go live 01DEC2022

Todd Tetreault made a motion to update our backfill plan to enroll students in grades k-9 to meet our enrollment goal per grade.

Susanna Girard seconded the motion.

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

**Roll Call**

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

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

The first meeting is planned for 19OCT2022

**C. Facilities**

- Solar on the roof is more advisable than a canopy structure based on the electrical usage
  - The Facilities committee will get the RFP started for the Middle School Roof replacement.
- Oven Build is done but there are some outstanding ovens to be delivered
- Keys have been distributed.

The meeting was suspended at 7:45 to 7:50 pm for a few minutes when the PC rebooted without warning. The meeting restarted when the zoom connection was reconnected.

- Trenching to install fiberoptic cable to the green house to add the same card access to the structure. The trenching will also be reused if/when the building is replaced
- Energy audit is complete, and they will begin swapping out lights
- There have been discipline issues on the school buses, which have been brought up to the High School principal to partner with them to ensure behavior is addressed.
  - Discussed adding monitors on the busses

#### D. Finance

- The beginning of the school year is always a difficult time to confirm how we are doing to budget as the low enrollment/staffing is impacting the assessment. With that said, nothing was surprising in the numbers
- The New Finance Committee Members joined and needed to review the Annual budget audit for their first meetings.
  - We ended the Fiscal Year 2022 strong
  - It was described as a "Clean Audit" with no issues/findings because of the controls in place.
  - Credit to **Karen Calvert** and the Finance staff, **Maureen Belanger, Vandra Durning, Kristen Bowerfind**, and **Will Thompson**, for a successful audit. Their adherence to Good Accounting practices resulted in zero issues.

Matthew Yezukevich made a motion to Authorize the Board Treasurer, Matt Yezukevich, to sign the annual audit for FY22 once finalized.

Todd Tetreault seconded the motion.

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

#### Roll Call

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

#### E. Governance

The Governance Committee submitted a written update which was reviewed by the Board.

#### F. Staff Recruitment & Retention

**Todd Tetreault** has committed to holding the first meeting in the next 30 days.

#### G. Student Recruitment & Retention

Committed to holding the first meeting in the next 30 days.

## VII. Closing Items

### A. Approval of Minutes

Todd Tetreault made a motion to approve the minutes as amended from Board Meeting on 10-05-22.

Ramona Royal seconded the motion.

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

#### Roll Call

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

Todd Tetreault made a motion to approve the minutes as amended from Board Meeting on 10-06-22.

Susanna Girard seconded the motion.

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

#### Roll Call

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

### B. Vote to Adjourn

Susanna Girard made a motion to adjourn from public session to executive session for the purposes of conducting strategy sessions in preparation for negotiations with nonunion personnel not to return to public session.

Todd Tetreault seconded the motion.

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

#### Roll Call

Ramona Royal	Aye
Matthew Yezukevich	Aye
Todd Tetreault	Aye
Badawi Dweik	Absent
Sergio Martin	Aye

**Roll Call**

Susanna Girard     Aye  
Anissia Vixamar     Aye  
Kathleen Crawford     Aye

**C. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:39 PM.

Respectfully Submitted,  
Susanna Girard

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**Documents used during the meeting**

- FRCS\_-\_MCAS\_2022\_Public\_Results\_Board\_MTG.pdf
- Staffing\_Update\_-\_Spetember\_29\_2022.docx
- Board\_Update\_-\_Enrollment\_Status\_10-5-22 (2).docx
- Operations\_Department\_Update\_-\_October\_6\_2022.docx
- Sept\_2022-\_Balance\_Sheet\_\_Summary\_.pdf
- Sept\_2022-\_Budget\_to\_Actual\_\_Comparative\_Summary\_.pdf
- Sept\_2022\_-\_Budget\_to\_Actual\_\_Summary\_.pdf
- FRCS\_Revised\_Draft.pdf
- Governance\_Committee\_Update\_06OCT2022.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.