



# Foxborough Regional Charter School

## Minutes

### Monthly Board of Trustees Meeting

January 2023

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#### Date and Time

Tuesday January 10, 2023 at 6:15 PM

#### Location

Edwards Conference Room - Door A, High School Building

#### Via Zoom:

<https://us02web.zoom.us/j/82604693294?pwd=TWpSb0FzQWN2QnpDajRsb1gyK2xTdz09>

Meeting ID: 826 0469 3294

Passcode: 085405

One tap mobile

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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, Badawi Dweik, Kathleen Crawford, Matthew Yezukevich, Sergio Martin, Todd Tetreault

### **Trustees Absent**

*None*

### **Guests Present**

Craig Pelkoa (remote), Heidi Berkowitz, Karen Calvert (remote), Kathleen Foley, Lesly Michelot, Mallory St Brice, Saanvi Kumar

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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 Jan 10, 2023 at 6:15 PM.

### **C. Privilege of the Floor**

(no requests submitted)

## **II. Leadership Report**

### **A. Leadership Report**

Dr. Ingram provided an update on the shared values/vision/mission initiative:

- He shared timeline for meetings with each school (Jan 11 ES, TBD for MS, Jan 4 for HS)
- He recounted meeting earlier in the day with MS/HS student councils, including a question about what skills they need most but weren't being taught; he shared that the two answers were regarding financial literacy, and about career paths not requiring a college degree
- He invited Board members to join the screening of the film 'Most Likely to Succeed' on Jan 20th
- He indicated that Shared Values for the staff should be completed by end of January, Draft Mission by end of March

### **B. Library & Librarian**

Kathleen Foley provided an update on the Board request to re-assess the need for dedicated staff/support in a librarian role.

- Details available in packet
- Saanvi Kumar suggested HS juniors and seniors might be willing to volunteer some of their 'privilege time' for library work as a component of the service requirement for National Honor Society
- Kathleen Foley committed to come back to the board with a position description, cost & funding recommendation for the librarian role.

### **C. Personnel Update**

Mallory let the group know that the information in the packet was already out of date and provided some current information:

- Current head count at 236
- Sergio Martin asked if the teacher headcount was up or down; Mallory committed to provide an update
- Absence rate is under investigation for comparison to industry averages
- Current vacancies update:
  - 22 total including clerk role for Board
  - 7 district, 9 ES, 5 MS, 1 HS
  - 5 special education roles have been closed
- Kathleen provided some additional information on the Special Education roles:
  - Services underwent a review, it was determined that some positions were not needed
  - All services are covered/in compliance
  - Team is working on planning for next year

### **D. Enrollment Update**

Heidi Berkowitz provided the enrollment update, detailed in packet.

- Reminded the group of the Jan. 25th open house
- Pointed out that applications (at 404) were lower than usual (~750)
- 19 new students were enrolled over holiday break, but 10 withdrew
- Heidi agreed to provide exit survey information back to the Board
- Todd Tetreault and Matt Yezukevich raised the question of whether or not it would be possible to improve some of the search engine results for the school. Todd agreed to follow up with Heidi for a discussion on Search Engine Optimization

## **III. Board Business**

### **A. Administrative / Housekeeping Items**

The group discussed a few housekeeping items:

- The need to schedule an update on Union progress/activity

- The need to develop a Facilities Use Policy

**B. Board Training - Document any training Board Members Attended this month**

(none noted)

**C. Executive Director Search**

Anissia Vixamar and Todd Tetreault provided an update:

- (Stakeholder responses reviewed in packet)
- Full search committee is being constituted this week
- Targeting resume review for next week
- Sergio Martin requested that we keep a timeline update as a standard agenda item

**D. Dashboards/Reporting Discussion**

At Matt Yezukevich's request a discussion took place on what additional dashboards/reporting tools could help facilitate oversight by the Board.

Heidi agreed to check in with Board on Track for any best practice recommendations, dashboards or templates, especially by committee.

There was consensus that much of the work of producing/reviewing this type of content should fall to the Board committees.

**IV. Community Group Updates**

**A. Advisory Groups**

(no update)

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

(no update)

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

(no update)

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

(see update within packet)

**V. Policy Review**

**A. First Reading**

(no policies scheduled for first reading)

**B. Second Reading**

(no policies scheduled for second reading)

## **VI. Committees**

### **A. Finance**

- Finance details provided in packet
- Matt Yezukevich noted that the approx. \$1 million full-year impact of enrollment was offset by savings from open positions

### **B. Facilities**

- Lesly Michelot walked through the detailed update in packet
- Saanvi Kumar raised a concern about broken bubblers/bottle fillers which Lesly agreed to research

### **C. Governance**

- Heidi Berkowitz noted that the position for Board Clerk had been posted, and applications received

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

Anissia Vixamar reviewed notes (see packet)

### **E. Appeals**

Per Heidi Berkowitz, no appeals were heard since the last update

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

(no update)

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

(no update)

## **VII. Closing Items**

### **A. Approval of Minutes**

Matthew Yezukevich made a motion to approve the minutes from Board Meeting on 12-13-22.

Sergio Martin seconded the motion.

Saanvi Kumar abstained from the vote

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

#### **Roll Call**

Badawi Dweik      Aye

**Roll Call**

Sergio Martin	Aye
Matthew Yezukevich	Aye
Todd Tetreault	Aye
Anissia Vixamar	Aye
Kathleen Crawford	Abstain

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:00 PM.

Respectfully Submitted,  
Todd Tetreault

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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.