



# Foxborough Regional Charter School

## Minutes

### Monthly Board Meeting

April 11, 2023

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#### Date and Time

Tuesday April 11, 2023 at 6:15 PM

#### Location

Edwards Conference Room

<https://foxboroughrcs-org.zoom.us/j/84392661113?pwd=bENIWVYySWxKZXNNUIIdVRU9UZXPtQT09>

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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), Badawi Dweik (remote), Kathleen Crawford, Matthew Yezukevich (remote), Todd Tetreault

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### **Trustees Absent**

Sergio Martin

### **Guests Present**

Dana Benton-Johnson (remote), Eddie Ingram, Heidi Berkowitz, Karen Calvert, Lesly Michelot, Mallory St Brice (remote), Nicole Ouimet, 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 Apr 11, 2023 at 6:17 PM.

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

No requests received

## **II. Leadership Report**

### **A. Leadership Report**

### **B. Personnel Update**

- Mallory St. Brice reviewed the material in the packet
- She confirmed that a revision to the employee handbook would be distributed to the board for our May 11th meeting

### **C. Enrollment Update**

- Heidi Berkowitz (HB) reviewed the enrollment update contained in the packet
- HB noted that a second lottery will be held to fill grades K and 9, as well as buffer the waitlist for other grades (to backfill attrition)
- HB noted that it's difficult to predict attrition rates this year; 25-30% is typical at 8th grade, but 8th grade has already hit the 30% level.
- HB also noted that Taunton is represented in enrollment at a higher than usual rate.

## **III. Board Business**

### **A.**

### **Administrative / Housekeeping Items**

Todd Tetreault and Heidi Berkowitz noted that Christine Barraford had been hired and was moving through training.

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

No trainings noted

#### **C. Executive Director Search**

Anissia Vixamar requested an executive discussion to provide an update and discuss next steps in the Executive Director search.

#### **D. Review of Board Committees**

Todd Tetreault requested scheduling of a focused discussion for the board re: board committees. He also noted Matt Yezukevich's request to follow up on the committee process for releasing members in June.

#### **E. Board Planning Meeting**

Todd Tetreault requested that the Board schedule a focused session for long-range planning and follow-ups on operating model.

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

#### **A. Advisory Groups**

No updates for this session

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

No updates for this session

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

No updates for this session

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

No updates for this session

### **V. Policy Review**

#### **A. First Reading**

No policies up for first reading

#### **B. Second Reading**

No policies up for first reading

## **VI. Committees**

### **A. Finance**

- Updates provided by Karen Calvert
- FY23-24 planning has started
- 2nd revision coming in late April; currently showing 243K negative, will be revising
- Special Education transportation costs up \$17K
- Operating Expense for Admin/Finance are up due to dues, legal fees, Charter Assoc. dues
- Anticipate revenue and expenses will stay in line; reduction in revenue is offset by lower-than-planned staffing at start of year

### **B. Facilities**

- Updates provided by Lesly Michelot
- Roofing RFP is one week ahead of schedule
- Cost estimate 4.5-4.7 million
- Lesly made a point to recognize Kevin for his work through the Request for Proposal process
- Noted that this is the final year of our current contract with the transportation provider - Vendetti, working through the renewal process
- Lesly noted that transportation cost will increase by 6%; recommended passing one third of the increase to families, with two thirds of the cost to be borne by FRCS. The Board agreed.
- We will be going from 15 to 16 buses
- Synergy upgrades were reviewed with Foxborough Police Department

### **C. Governance**

No updates

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

- Anissia Vlxamar provided updates
- DEI survey is being moved to an internal initiative (vs. board committee)
- Next meeting will select a new project since survey has moved out of committee

### **E. Appeals**

No appeals heard since last meeting

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

No updates, committee has not met

## G. Student Recruitment & Retention

No updates

## VII. Closing Items

### A. Approval of Minutes

### B. Adjourn Meeting

Matthew Yezukevich made a motion to adjourn.

Todd Tetreault seconded the motion.

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

#### Roll Call

Kathleen Crawford	Aye
Todd Tetreault	Aye
Badawi Dweik	Aye
Matthew Yezukevich	Absent
Anissia Vixamar	Aye
Sergio Martin	Absent

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:24 PM.

Respectfully Submitted,  
Todd Tetreault

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## Documents used during the meeting

- FY23\_Board and SLT Updates\_Vacancies by Building 4.6.23.pdf
- HR Board Dashboard- April-4.6.23.pdf
- Board Update - Enrollment Status 4-6-23.pdf
- March 2023 Balance Sheet Summary.pdf
- March 2023 Budget to Actual Summary.pdf
- March 2023 Budget to Actual Comparative.pdf
- Operations\_Department\_Update April 11 2023.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.