

APPROVED



## Foxborough Regional Charter School

### Minutes

#### Board Meeting

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##### **Date and Time**

Tuesday August 8, 2023 at 6:15 PM

##### **Location**

Heidi Berkowitz is inviting you to a scheduled Zoom meeting.

Topic: July Board Meeting

Time: Jul 11, 2023 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

[https://foxboroughrcs-org.zoom.us/j/81210231084?](https://foxboroughrcs-org.zoom.us/j/81210231084?pwd=aSs4U0hpSmUrbEN1d0ZMTlg0Z0EwUT09)

pwd=aSs4U0hpSmUrbEN1d0ZMTlg0Z0EwUT09

Meeting ID: 812 1023 1084

Passcode: 435697

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One tap mobile

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- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US
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Meeting ID: 812 1023 1084

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Find your local number: <https://foxboroughrcs-org.zoom.us/j/81210231084>

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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*

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

Badawi Dweik, Matthew Yezukevich

### **Guests Present**

BoardOnTrack, Christine Barraford (remote), Dana Benton-Johnson (remote), Karen Calvert, Kathleen Foley, Lesly Michelot, Mallory St Brice

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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 Aug 8, 2023 at 6:18 PM.

### **C. Adjourn to Executive Session**

The Board will now consider entering executive session and to return to open session in accordance with the Open Meeting Law, M.G.L. c. 30A, Section 21(a), pursuant to Purpose 3, to discuss strategy with respect to collective bargaining, FRCS Teachers' Association, because the Chair finds that an open meeting may have a detrimental effect on the bargaining position of the Board.

Kathleen Crawford made a motion to adjourn to Executive Session.

Todd Tetreault seconded the motion.

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

#### **Roll Call**

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

### **D. Return to Open Session**

Ms. Crawford called the meeting back to order at 8:58PM.

### **E. Privilege of the Floor**

Mr. Tetreault reported that he had not received any requests.

Mr. Tetreault gave an update on actions taken following the previous two requests made to the Board.

## **II. Leadership Report**

### **A. Executive Director Report**

Dr. Ingram reported that he had attended a meeting of the Charter School Association highlighting the topic of dispelling myths about charter schools, i.e. students are chosen by lottery and not "cherry-picked," charter schools are public schools accountable for state testing. He continues to work on staff policies.

### **B. Personnel Update**

Ms. St. Brice gave an update on enrollment:

- Actively tracking voluntary resignations (sixteen to date.)
- Some vacancies have been filled by transfer of internal staff.

- Twenty new hires to date to fill/backfill positions.
- Seventeen positions open to be filled.
- Recruiting for position of Director of Student Services and Manager of Technology.

Discussion ensued. Ms. St. Brice noted that there may be five or ten positions that will continued to be recruited through September. The trend around resignation is compensation and movement to the Foxborough public schools. Hiring managers are collaborating with HR to schedule interviews. Increasing outreach to fill administrative positions is ongoing.

### **C. Enrollment Update**

Ms. Berkowitz provided the enrollment update, detailed in the packet. She stated that the numbers continue to change daily.

- Enrollment as of yesterday 1,670.
- Extended 655 offers since March 1 and registered 338 students trending at 59% acceptance rate.
- Outreach team registered 8 registrations yesterday and 11 students today.
- Kindergarten rate is trending at 60%.
- Wait list is becoming depleted.
- Decisions about lottery will be made in the fall.
- Withdrawals being processed as quickly as possible to develop real time numbers in order to adequately plan by grade level.
- Cautiously optimistic and we are being proactive as possible.

Discussion ensued about the rate of acceptance of offers. Ms. Crawford noted the myriad of reasons why offers not accepted. Families with multiple children may be reluctant to accept an offer for one child and have children in two different school systems. The issue of families seeking bus transportation resulted in the Board's recent decision to purchase an additional bus.

Ms. Berkowitz noted that the enrollment policy is governed by the state, and the district may need to rescind an offer because application was made for the wrong grade or for in-district and the student is out-of-district.

Ms. Crawford added that the nuances of the law are complex and the obligation of the district to ensure that documentation is reviewed to ensure that the offer made is consistent with the law. Also, not responding to offers within the specified time period makes the offer null and void and cannot be extended.

Ms. Berkowitz noted that real numbers will not be known until September and the start of school.

### **D.**

### **Golf Tournament Update**

Ms. Berkowitz reported on a very successful golf tournament with 128 participants (88 last year) and 43 sponsors (28 last year.) Net profit was \$35K as opposed to \$19K last year. All funds raised will go to scholarships and potential for creating opportunity for teachers to apply for scholarships. Thanks to Amanda Mathias for overseeing the event, and Rachel Goldman and Kevin Hayden who expressed an interest in serving on the Foundation Board, the first meeting of which will be held in August.

## **III. Board Business**

### **A. Board Development**

Mr. Martin introduced Mia Ortiz, candidate for Board of Trustees. He announced that the interview will be conducted using the same five questions for each candidate and the interview will become part of public record.

Dr. Ortiz stated that she is currently a Criminal Justice Professor at Bridgewater State University and earned her Masters degree from San Francisco State University on equity and social justice. She has a passion for education, having supported the legislation for *No Child Left Behind* and recently engaged in a curriculum development workshop with twenty five other professors in Washington. She currently has children at FRCS and has seen them and fellow students flourish, and as an educator she welcomes the opportunity to support teachers in their role to serve students.

*Question 1: How will your experience complement the Board?*

Dr. Ortiz has over twenty years of higher education experience in terms of administrative governance and its challenges. She is also managing a continued education program in criminal justice, and is on the steering committee of an on-line program. She has negotiated with different education offices and has served as Chair of the hiring committee for faculty and president of the graduate school. She is mindful with regard to HR issues a FMLA, Title 9 and is an advocate for work-life balance. She has had “lots of hats in the air” which has built a strong portfolio for this opportunity.

*Question 2: What is your general understanding of how charter schools work, their similarities and dissimilarities to other schools?*

FRCS is similar to other schools in that they are bound by state testing requirements, i.e. MCAS testing, etc. The biggest difference is the level of economy FRCS has with regard to curriculum in music, computer and the arts as very impactful in the development of students. The role of governance by the Board in the management of finance and facilities is key to the fulfillment of the model.

*Question 3: How would you advocate for FRCS in public and private support and why might you want to support FRCS?*

In terms of the elementary school level, Dr. Ortiz has been active in parent groups and supporting group messaging on *Facebook*. She and her husband make sure to support events like field day and supporting teachers to ensure they have the extra materials that may be needed. Parents are partners with teachers. She supports FRCS on a public level on social media by highlighting the FRCS community with fundraising and advertising opportunities for applying for the lottery. She is network affiliated with other boards and communities including serving on the local hospital board. She has had direct experience with the special education support staff for her child and doubts he would have received that same level of support in another setting, especially during Covid.

*Question 4: What are your thoughts of holding all students to college preparatory standards, i.e. students identified as English learners, students identified as special education and students identified as low income?*

Everyone should have the opportunity to be able to strive for college. College education opens doors that other opportunities may not be able to do in the socio-economic status. In fact statistics show improvement in socio-economic status in relation to high school diploma, bachelors and masters degrees. However in terms of the infrastructure of society we need to be mindful that while particular settings like FRCS offer important standards and competitiveness for college, technical education and the acquiring of trades provides the high skills needs to support society's infrastructure. We need also to be mindful of supporting students to follow through with after graduation to prevent underemployment not only at the college level both at the elementary and secondary levels.

*Question 5: Diversity and inclusivity are crucial in education. How would you support diversity and inclusion within the charter school community:*

Now more than ever, community organizations and schools need to be mindful of diversity, equity and inclusion and "not only being able to say it but walk it." Sustaining and being intentional about DEI in the areas of gender identity, gender fluidity, race and class is crucial in curriculum planning and being mindful of a diverse set of individuals being recruited into the community. Students and faculty need to feel safe in their identity. Considering what is going on in Florida in education, curriculum needs to reflect history and the truth of history even if uncomfortable. Diversity is not a liability but a tremendous asset for children to learn from each other in their nationalities and ethnicities to better prepare them to be better-prepared global citizens.

*Question 6: Working with the Board requires teamwork and in many cases we may not have same opinion and different points of view and ideas. When there is discussion and disagreement about decisions you don't agree with, how would you proceed?*

Members of the Board all care deeply about FRCS, its teachers, administration and students. That is the bedrock foundation members all value to support the district. Dr. Ortiz noted that in her twenty years in higher education "she had not had any situations which resulted in conflict and philosophical differences (sarcasm.) She stated a good sense of humor and mutual respect were essential to working in collaboration and

accountable to each other. Insofar as the majority rules, and regardless of whether her point of view is victorious or not, the importance of the work of service prevails.

In response to Mr. Martin's invitation for closing remarks or questions, Dr. Ortiz asked what the biggest challenges and successes of the Board had been.

Members agreed that Covid had had a traumatic effect on the school, but that the way teachers and leadership managed to come through the experience was nothing short of astonishing in dealing with the academic, social and emotional effect on students and the process of returning to a new normal. Ms. Dana-Benson noted that the combination of Covid and racial uprising during that time impacted relationships both with students and each other and educators and how they interacted from their individual traumatic experiences and awareness of needs. Mr. Dweik noted the importance of aligning school policies with mission and values under the pillars of student achievement. Maintaining equity and inclusiveness so students and parents "felt it" and maintaining a balance between innovation and adherence to regulations presented challenges to overcome. Ms. Crawford noted that she had been the oldest and longest serving member of the Board at fifteen years and joined the Board as an aunt of two nieces. They have long since graduated and gone on to medical careers, but he has remained on the Board "because I love this place."

In response to Dr. Ortiz question on how teachers moving to collective bargaining would impact the role of the Board, Mr. Tetreault stated that the teachers have in fact filed an application to form a collective bargaining unit at this time.

## **B. Additional Bus**

Ms. Crawford stated that a vote had been taken at a special Board meeting on August 2 to authorize the contract for an additional bus. The contract is being negotiated with the state and current vendor.

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

No updates.

## **D. Executive Director Search**

### **1. Executive Director Search**

Mr. Yezukevich asked Mr. John Tarvin of EOS Transition Partners to give an update on the Executive Director search. Mr. Tarvin summarized as follows:

- Firm experienced in non-profit sector and specifically charter schools.
- Having worked with FRCS for years ago, he will initially spend time at the school, meeting with senior leadership, observing classrooms and discussion what the school would like to see in leadership of head of school.

- Schedule time with Board members on sharing perspectives and challenges and collaborate findings with search committee.
- Search tailored to organization's needs; open to feedback on former searches.
- Pro-active recruitment process as well as candidates from job pools.
- Initial screening of qualified candidates, share detailed responses with search committee and schedule direct interviews.
- Final candidate will spend full-day at school observing classes and interview with administration.
- Background and references checked by EOS.
- Full project plan submitted.
- Identify search committee by mid-September with interviews scheduled in November.

Mr. Yezukevich began the discussion on the timeline for forming the search committee. As in the past Ms. Berkowitz will act as the committee's liaison and coordinator. Discussions to follow on further details.

**E. 2023-2026 Accountability Plan**

Ms. Berkowitz stated that, as part of the charter renewal, an accountability plan must be submitted to the state for the 2023-2026 cycle. She distributed a draft copy to members for their personal review and discussion. After formal review and approval, it will be submitted to the state.

**F. Review of Board Committees**

pending

**G. Board Planning Meeting**

No update.

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

No update.

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

No update.

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

No update.

**V. Policy Review**

**A. First Reading**

**Staff Handbook**

Ms. Berkowitz reported that changes were made to improve processes in general. The biggest change involved the new philosophy of work from home/remote work.

Ms. St. Brice added that changes reflected present practices and the deletion of old practices. The remote work clause specified that it did not apply to student-facing role of the teacher.

Mr. Martin noted the conflicting language in Section 1.4 stating that employees may be asked to join in limited activities not in regular work hours on a voluntary basis, which language in Section 2.5 states that employees would be required to provide extra services when necessary.

Discussion ensued on the key distinctions of two different sectors of staffing in Section 1.4 as non-teaching staff and in Section 2.5 as teaching and learning staff. Following discussion, it was agreed that Ms. St. Brice would clarify the language.

Discussion also ensued on the section referring to the academic calendar being approved by the Board but subject to change by executive leadership. Following discussion it was agreed that the Board could approve the calendar but would be subject to change due to unforeseen circumstances due to weather emergencies, etc. The language would state change could be made with prior Board approval and maintain the language at any time without notice.

Continuation of edits to be discussed at the next meeting.

**B. Second Reading**

No policies scheduled for second reading.

**VI. Committees**

**A.**

**Finance**

No update.

**B. Facilities**

No update.

**C. Diversity, Equity, & Inclusion**

No updates

**D. Appeals**

No update.

**E. Staff Recruitment & Retention**

No update.

**F. Student Recruitment & Retention**

Report on Recruitment

**G. Governance**

No update.

Kathleen Crawford made a motion to adjourn.

Todd Tetreault seconded the motion.

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

**Roll Call**

Kathleen Crawford Aye

Badawi Dweik Absent

Anissia Vixamar Aye

Matthew Yezukevich Absent

Sergio Martin Aye

Todd Tetreault Aye

Matthew Yezukevich left at 8:34 PM.

Badawi Dweik left at 8:44 PM.

**VII. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:45 PM.

Respectfully Submitted,  
Christine Barraford

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

- Board Report\_Vacancies by Building\_8.3.23.pdf
- Board Dashboard\_August 8 2023.pdf
- Enrollment Report August 3.pdf
- Golf Tournament Report.pdf
- 2023-2028 Accountability Plan DRAFT..docx
- FY24\_ Employee Handbook Key Changes 8.2.23 (1).pdf
- Foxborough Regional Charter School\_Employee Handbook - 2023-2024 (2).pdf
- July 31 2023 - Balance Sheet Summary.pdf
- July 31 2023 - Budget to Actual (Comparative Summary).PDF
- PRELIMINARY 6 30 2023 - Balance Sheet (Summary).PDF
- July 31 2023 Budget to Actual Summary.pdf
- PRELIMINARY 6 30 2023 - Budget to Actual (Comparative Summary).PDF
- PRELIMINARY 6 30 2023 Budget to Actual Summary.pdf
- Operations\_Department\_Update\_August 8 2023.docx
- Bylaws Checklist May 2023.docx
- BYLAWS of Foxborough Regional Charter School Change Log 52323.docx
- FRCS By-Laws - May 2023.docx
- Ortiz Application.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.