



# Foxborough Regional Charter School

## Minutes

### Board Meeting

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#### Date and Time

Tuesday September 12, 2023 at 6:00 PM

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

#### Trustees Absent

Badawi Dweik

#### Guests Present

Christine Barraford, Dana Benton-Johnson, Eddie Ingram, Heidi Berkowitz, Kathleen Foley

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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 Sep 12, 2023 at 6:18 PM.

**C. Privilege of the Floor**

Ms. Crawford noted there were no requests received.

**II. Leadership Report**

**A. A. Leadership Report**

Dr. Ingram reported a smooth opening to the school year. Middle school and high school movement in the hallways was vastly improved from last year. Orientation week was well attended and discussions are underway with the executive team on developing best practices. Despite some supply chain issues, the roof project is ahead of schedule.

Dr. Ingram will be meeting with the executive team to discuss long-range staff planning with an eye toward making adjustments to repurpose, replace or eliminate positions. He will be connecting online with staff as much as possible during his leave of absence.

**B. Personnel Update**

Ms. St. Brice provided an update of personnel since June, 2023 including present head count, voluntary resignations by building, summary of open positions due to resignations/previous backfills/new positions by building, positions vacated and new hires by location. The district has met its per diem recruiting goal of ten substitutes.

**C. Enrollment Update**

Ms. Berkowitz reported a present enrollment of 1,594. Withdrawals are presently being calibrated. Policy allows a withdrawal to be processed following a student's unexplained absence for 10 days. An extension of 84 offers ranging from grades 1-8 has been made. The window of time starts on Monday, September 18th and runs for 7 days with the intention of registering students and having them present in classrooms by October 1st, the snapshot enrollment number on which tuition is based.

**III. Board Business**

**A. Administrative / Housekeeping Items**

The agenda listed a vote for this agenda item in error.

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

There were no trainings by Board members.

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

Ms. Berkowitz reported that a meeting with John Tarvin of the search firm is scheduled for Tuesday, October 3rd at 8:00AM to meet with the Board and conduct a site visit. His intention is to meet with stakeholders in person and to obtain feedback from parents through a mailed survey. Ms. Berkowitz has prepared a draft letter (to be approved by the Board) to be mailed to the community, staff and families with regard to participation on the search committee.

Ms. Crawford asked members to review the letter and provide feedback to finalize the letter. She will assume member attendance at the October 3rd meeting unless otherwise notified.

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

Mr. Tetreault began the discussion on the review of board committees as displayed in BoardOnTrack. Insofar as many of the committees were formed out of a layer of concern with respect to the climate and culture of what was going on in the district at the time, review of the continued necessity for the board was needed. He noted that some committees' roles are overreaching into management rather than acting in an advisory role of governance and oversight.

He suggested a subcommittee be formed to further discuss board review and reorganization. Discussion ensued including the following highlights:

- Combine facilities and finance
- Combine student recruitment/retention with diversity equity and inclusion
- New committee on academic excellence for purposes of board development

Following discussion, it was agreed that Mr. Tetreault and Ms. Crawford will meet to further discuss review of board committees and report back to the Board. Ms. Crawford asked members to forward any further suggestions to her.

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

Ms. Crawford will schedule a date in October for the purpose of discussion on board planning.

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

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

Ms. Berkowitz gave the following updates on Advisory Groups.

#### **B.**

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

No updates.

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

Leadership is excited to work with staff in conducting various activities and projects.

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

Current status of the PIE group will be discussed in Executive Session next Monday. A dynamic new group of parents, calling themselves the Family Empower Alliance (FEA) has formed an inclusive group and is working with DEI and building principals to promote parent engagement and participation. A career and science fair is already underway. Outreach meetings will be conducted in various communities of neighboring towns to more effectively engage parents and students and offer timely programs on internet safety and age-appropriate developmental behaviors in additional social activities.

## **V. Policy Review**

### **A. Third Reading**

*Mr. Martin joined the meeting at 7:25PM.*

#### **Student Handbook**

Mr. Tetreault confirmed that the Student Code of Conduct had been approved at the last meeting. Ms. Benton-Johnson reported that she had met with Mr. Martin to review further changes to the Student Handbook. She reviewed each instance of edits and changes.

Discussion ensued and in some instances further edits/tweaks were suggested.

Todd Tetreault made a motion to to approve the Student Handbook as amended.

Sergio Martin seconded the motion.

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

#### **Roll Call**

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

## **VI. Committees**

### **A. Finance**

#### **General Committee Update**

Mr. Yezukevich reported that the committee has not yet met but will meet in early October, at which time Ms. Calvert will review the completed FY23 audit for discussion and approval.

### **Current Budget Trends**

Ms. Calvert reported that budget trending is on schedule.

## **B. Facilities**

### **Project Updates**

Mr. Michelot reported that the roof project is 95% completed with delivery of remaining materials due in October. School was able to commence without disruption to students. While the sealed roof may not be affected by the upcoming hurricane, the elementary school roof is vulnerable due to present leading. An OPM is being secured to handle the project. At the suggestion of Mr. Martin, the air conditioning unit on top of the gym will be addressed simultaneously in time for graduation activities.

Ms. Benton-Johnson noted the improved play areas for the enjoyment of the children.

Mr. Martin reported that a vote of the Board on the candidacy of Ms. Ortiz can take place before the paperwork is filed with the state.

## **C. Governance**

Mr. Martin reported that a vote of the Board on the candidacy of Ms. Ortiz can take place before the paperwork is filed with the state.

Sergio Martin made a motion to to invite Mia Ortiz to become a Trustee of FRCS.

Todd Tetreault seconded the motion.

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

### **Roll Call**

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

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

No updates.

## **E. Appeals**

Ms. Berkowitz advised that two appeals had been received and completed.

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

No updates.

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

No updates.

### **VII. Closing Items**

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

This agenda item is deferred to next meeting.

#### **B. Adjourn Meeting**

Matthew Yezukevich made a motion to to adjourn.

Anissia Vixamar seconded the motion.

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

##### **Roll Call**

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:58 PM.

Respectfully Submitted,  
Christine Barraford

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

- Board Dashboard Update-9.7.23.pdf
- Enrollment Report September 7.pdf
- Handbook Draft I 23-24 NO code of conduct Sept 23.pdf
- Aug. 2023 - Balance Sheet (Summary).pdf
- Aug. 2023 - Budget to Actual (Summary).pdf
- Operations\_Department\_Update\_Sept 12 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.