

DRAFT



## Foxborough Regional Charter School

### Minutes

#### Annual Board Meeting

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

Tuesday November 14, 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, Badawi Dweik, Kathleen Crawford, Matthew Yezukevich, Mia Ortiz, Sergio Martin, Todd Tetreault

##### **Trustees Absent**

*None*

##### **Trustees who arrived after the meeting opened**

Anissia Vixamar, Badawi Dweik

##### **Guests Present**

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Christine Barraford (remote), Heidi Berkowitz, Karen Calvert (remote), Kathleen Foley, 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 Nov 14, 2023 at 6:00 PM.

Badawi Dweik arrived at 6:10 PM.

Anissia Vixamar arrived at 6:13 PM.

### C. Privilege of the Floor

Neil McDonald, Athletic Director, appeared before the Board and requested that FRCS join the Massachusetts Interscholastic Athletics Association (MIAA) to enhance its competitive opportunities and obtain nation-wide recognition. Noting that many charter schools maintain dual membership, he suggested that the school remain members of the Massachusetts Charter School Athletics Association at a cost of \$2,700/year and enable membership in MIAA to be phased in at a cost of \$1,100 per sport per year. Deadline submission of application is January 1, 2024 for spring sport membership.

Ms. Crawford requested that Mr. McDonald submit his statement to provide more information for the Board's consideration.

## II. Adjourn to Executive Session

### A. Vote to adjourn

Todd Tetreault made a motion to adjourn to Executive Session to return to regular session pursuant to M.G.L. Chapter 30(A), Section 21(A) reason Purpose 1 to discuss a development with regard to the Executive Director as the Chair determines an open session may have a detrimental effect.

Badawi Dweik seconded the motion.

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

#### Roll Call

Sergio Martin	Aye
Kathleen Crawford	Aye
Matthew Yezukevich	Aye
Anissia Vixamar	Aye
Todd Tetreault	Aye
Mia Ortiz	Aye

### B.

### **Vote to return to Open Session**

Kathleen Crawford made a motion to return to regular session.

Todd Tetreault seconded the motion.

The Board returned to regular session at 6:28PM.

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

#### **Roll Call**

Matthew Yezukevich	Aye
Badawi Dweik	Aye
Anissia Vixamar	Aye
Mia Ortiz	Aye
Sergio Martin	Aye
Todd Tetreault	Aye

### **III. Leadership Report**

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

Ms. Berkowitz thanked the team on behalf of Dr. Ingram for their support to the high school parents and students during the last few weeks. In her interactions with parents, she has been transparent about the path forward and that the position has been posted.

#### **B. Personnel Update**

Ms. St. Brice reviewed her PowerPoint presentation on the personnel report including the following highlights:

- 20 vacant positions by category.
- Additional support from outside hiring agencies for hard-to-fill positions.
- High rate of post-Covid absences being addressed.
  - Reminders to staff of policies concerned time and attendance.
  - Sharing during-the-holidays health information.

Discussion ensued about the need to assemble more data by tracking absences by building,

#### **C. Enrollment Update**

Ms. Berkowitz reviewed her PowerPoint presentation on the enrollment report including the following highlights:

- Present enrollment is 1527.
- Exhausted wait list in all grades.
- Weighing advantage/disadvantage of bringing in students at this time of year (63 applications) at each grade level who may put a strain on short-staffed special education resources.
- No lottery needed for less applications than positions open.

- Withdrawals listed from end of FY23 to present with highest rate from larger towns.
- Budgeted enrollment at 1,585 will be amended to 1,555.

#### IV. Board Business

##### A. Annual Board Meeting

Mr. Tetreault noted that state law requires members of Board of Trustees to be elected to a three-year term and serve no more than four successive terms. With regard to clarification of the term limits of Ms. Crawford and Mr. Dweik, discussion ensued on the current charter bylaws which have not yet been approved by the state and the vote taken on August 8th to revise the bylaws. Both Ms. Crawford and Ms. Berkowitz are working with the state to make suggested changes to the bylaws required on an annual basis, even though they were changed in August.

Todd Tetreault made a motion to revert to the bylaws in effect prior to August 8, 2023 as a reflection of the bylaws until such time subsequent revision is made by the Board and approved by the state.

Sergio Martin seconded the motion.

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

##### Roll Call

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

Todd Tetreault made a motion to elect Mia Ortiz to the Board of Trustees effective immediately for a three-year term from November 14, 2023 to November 30, 2026.

Matthew Yezukevich seconded the motion.

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

##### Roll Call

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

##### B. Election of Officers

Todd Tetreault made a motion to elect Kathleen Crawford as Chair and Sergio Martin as Vice Chair of the Board of Trustees from December 1, 2023 to November 30, 2024.

Badawi Dweik seconded the motion.

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

**Roll Call**

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

Mr. Teterault noted that officers are required to submit financial disclosures to the state. Todd Tetreault made a motion to elect Matt Yezukevich to the post of Treasurer of the Board of Trustees from December 1, 2023 to November 30, 2024.

Badawi Dweik seconded the motion.

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

**Roll Call**

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

Matthew Yezukevich made a motion to elect Todd Tetreault as the Secretary of the Board of Trustees from December 1, 2023 to November 30, 2024.

Badawi Dweik seconded the motion.

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

**Roll Call**

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

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

Mr. Martin reported that he had attended a webinar sponsored by the Massachusetts Association of Charter Schools on how to run difficult board meetings. Some of the topics covered were: a) multiple motions can be combined into a single vote; and b) immediate response from the Board on presentations from privilege of the floor is discouraged until further discussion of the request can be made by the Board prior to a decision. Mr. Tetreault noted that the Board's response to this evening's privilege from the Board was a response "in good faith" to the presenter's request but not a firm decision.

**D.**

### **Executive Director Search**

Ms. Vixamar reported that the search committee had been formed including parents, staff, Board members, teachers/staff and representatives from each of the elementary, middle and high schools and had the first meeting. He also met with the student focus group. She and Ms. Berkowitz meet with John Tarvin every Monday morning. Questions for candidates are being fleshed out. Of the 60-75 applications expected to be received, they will be reduced to 10 for committee review with 3-5 finalists. Mr. Tetreault noted that the present firm has demonstrated professionalism and he is confident in the process.

### **E. Review of Board Committees**

Todd Tetreault made a motion to move forward this year effective as of this meeting with the following committee structure of the Board: Decommissioning of Staff/Student Recruitment and Retention. Combine Finance and Facilities with Mr. Yezukevich as Chair and Mr. Martin as Vice Chair and Ms. Calvert and Mr. Michelot as SLT members. Form the Academic Excellence Committee with Ms. Ortiz as Chair and Mr. Dweik as Vice Chair with Ms. Foley and Ms. Foley as SLT members. Maintain the Appeals Committee with Ms. Crawford as Chair and Ms. Vixamar as Vice Chair with Ms. Berkowitz as SLT member. Maintain the Diversity, Equity and Inclusion Committee with Ms. Vixamar as Chair and Ms. Crawford as Vice Chair with Ms. Benton-Johnson and Ms. St. Brice as SLT members. Maintain Governance Committee with Ms. Crawford as Chair and Mr. Tetreault as Vice Chair with Ms. Berkowitz as SLT member. Ms. Berkowitz will now go forward with staff/student recruitment for the various committees.

Sergio Martin seconded the motion.

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

#### **Roll Call**

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

### **F. Board Planning Meeting**

Board Planning Meeting will be rescheduled in December. Mr. Martin shared with Ms. Ortiz for her review two webinars on BoardOnTrack regarding the role of the Board with administration and the relationship with the Board and the Executive Director.

### **G. Records Access Officer (RAO)**

Ms. Berkowitz will remain the Record Access Officer.

### **H. Board Member**

Members welcomed Ms. Ortiz to the Board of Trustees.

**I. Open Meeting Law**

Mr. Tetreault will send link to members of Open Meeting Law online training scheduled for December.

**J. Self-Assessment**

Annual self assessment of members completed in August with 100% participation. Mr. Tetreault suggested members review the assessments for the purpose of discussion at the next meeting on action items that may be appropriate. Ms. Crawford will include as agenda item and send reminder to members.

**K. CORI Forms**

Members will check with Ms. St. Brice to ensure annual compliance with CORI submission and submit by the end of the week.

**V. Community Group Updates**

**A. Advisory Groups**

Ms. Berkowitz updated the Board on the activities of the following advisory groups.

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

No update.

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

SEPAC is planning a silent disco event in consideration of sensory-challenged students who can engage in music at their own tempo.

**D. Family Engagement Alliance (FEA)**

Ms. Berkowitz reported that the FEA had netted \$8,200 on its recent book sale and was attended by 65 parents. The group is meeting with staff in all three buildings and has reached out to parents to become actively engaged in supporting the school. Ms. Berkowitz is looking forward to working with this group in furthering a mutually valuable partnership.

Ms. Ortiz noted that children were not prepared to pay taxes on their purchases and had to put books back. Ms. Berkowitz suggested that the foundation could find a way to so subsidize these purchases

**E. Academic Excellence**

Scope, mission and goals to be developed by Chair/Vice Chair.

## VI. Policy Review

### A. First Reading

This first reading of the Bully Intervention Program was made at the October meeting, and the second reading will be scheduled for the December meeting when Ms. Benton-Johnson is in attendance.

## VII. Committees

### A. Finance and Facilities

Mr. Yezukevich asked that, in order to enable full review and discussion of the FY23 budget changes recommended by the FinCom, that a meeting be scheduled for that purpose on November 28th at 8:00AM.

The middle school roof is on time and on budget and in the final steps of completion, thanks to the diligent work of Mr. Michelot and team.

The elementary school roof is the next project. Turver, the same OPM for the middle school roof, submitted its estimate on the \$3 million project of \$214,864. Next steps would include issuing and RFP for the architectural design and a similar timeline of end-of-school commencement of the project.

Matthew Yezukevich made a motion to allow Ms. Berkowitz as representative of senior leadership to execute an engagement with Turver Construction as the OPM for the elementary school roof at a cost of \$214,864.

Kathleen Crawford seconded the motion.

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

#### Roll Call

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

The next project is replacement of the HVAC on the high school gym at an estimated cost of \$600-800K. Mr. Michelot stated that the long-term capital plan involved: a) overall analysis of campus to address capacity for playing fields; b) improving traffic patterns; c) utilizing properties across the way; and d) plan for phasing out HVAC equipment.

### B. Governance

Ms. Crawford reviewed the document containing the overall evaluation of the Executive Director.

Mr. Martin described the process of the evaluation which began with Dr. Ingram's submission of self-evaluation. Once all members had completed their evaluations, BoardOnTrack produces tool assessments of each of the metrics to contain the feedback from members of the Board and the self-evaluation from Dr. Ingram. Comments made to provide additional color are contained in each section. Once complete Ms. Crawford met with Dr. Ingram to review the feedback and outcomes. The Executive Director signs the evaluation and Ms. Crawford then shares the highlights of the evaluation and the Board approves the final evaluation.

Mr. Martin stated that since the request came directly from DESE at the meeting last year, the Board will need to follow up this year with evidence in the minutes that the evaluation has been in fact discussed, that the process began in the summer to draft goals and finished before the school year commences, with a checking point around December on progress of goals.

Following discussion it was agreed that the entire evaluation would not be included in the minutes, but that Ms. Crawford will include excerpts thereof.

Ms. Crawford announced that due to Dr. Ingram's health concerns, he will be ending his contract with FRCS as of December 31, 2023, at which time he may be available for limited consultant services.

Todd Tetreault made a motion to approve the evaluation of the Executive Director as presented.

Badawi Dweik seconded the motion.

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

#### **Roll Call**

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

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

In the absence of Ms. Benton-Johnson, this agenda item is deferred to the next meeting.

### **D. Appeals**

No update.

## **VIII. Closing Items**

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

This agenda item has been deferred to the November 28th meeting.

## B. Adjourn to Executive Session

Executive Session was held at the beginning of the meeting.

## C. Adjourn Meeting

Kathleen Crawford made a motion to adjourn.

Mia Ortiz seconded the motion.

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

### Roll Call

Sergio Martin Aye

Kathleen Crawford Aye

Mia Ortiz Aye

Anissia Vixamar Aye

Badawi Dweik Aye

Matthew Yezukevich Aye

Todd Tetreault Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:34 PM.

Respectfully Submitted,  
Christine Barraford

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## Documents used during the meeting

- HR Update Open Positions 11.7.23 (1).pdf
- HR DashBoard 11.7.23 (2).pdf
- Enrollment Report November 8.pdf
- Oct. 2023 - Balance Sheet (Summary).PDF
- Oct. 2023 - Budget to Actual (Summary).PDF
- Oct. 2023 - Budget to Actual (Comparative Summary).PDF
- Operations\_Department\_Update\_Nov 14 2023.docx
- ES Roof Project Timeline .pdf
- FRCS ES Roof Fee Proposal.pdf

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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.