



## Foxborough Regional Charter School

### Minutes

#### Foundation Board Meeting

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

Thursday November 9, 2023 at 9:00 AM

##### **Location**

ZOOM

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##### **Meeting Format**

Whether in person or online, the public is welcome to attend Committee Meetings and have access to meeting minutes. Meetings are held once a quarter and additionally, as determined by the Committee Chair. All meeting Agendas are posted to the school website at least 48 hours in advance of each public meeting.

During the meeting, the Committee follows the published agenda and works through business. Audience members are not part of the formal discussion or deliberations, but may raise their hand to add brief comment or ask clarifying questions. Meetings start promptly on time as noted on the agenda.

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##### **Committee Members Present**

Amanda Mathias (remote), Heidi Berkowitz (remote), Karen Calvert (remote), Kevin Heayden (remote), Rachel Goldman (remote)

##### **Committee Members Absent**

Kathleen Crawford

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#### **I. Opening Items**

## **A. Roll Call Attendance**

## **B. Call the Meeting to Order**

Heidi Berkowitz called a meeting of the FRCS Foundation Inc Committee of Foxborough Regional Charter School to order on Thursday Nov 9, 2023 at 9:00 AM.

## **C. Board Business**

Weitzenkorn Donation [Reading Center](#)

1. Funds: Quote for all materials.
2. Book Orders: Talked with Nicole as a collaborator. Follow up with Scholastic Order and material.
3. Purchase Procedure: Purchase Order Process...Scholastic could invoice the Foundation.
4. Plaque: Quote coming into today. Get a quote for everything needed for this display.
5. Event: Mid to Late January. Amanda to reach out to Jeff W about setting a date.

Rachel to look at schedules of Teachers who can come who knew Judy W.

## **D. Holocaust Stamps Project**

Holocaust Stamps [Project](#)

1. Display Case: Quote from Laird Plastics, \$3,325 2-3 week lead time.
2. Kevin can build a base. Quote from Home Depot for materials. Voted to spend up to \$100, all in favor.
3. Artwork is ready
4. Location for Display: Middle School Lobby
5. Presentation Date: January 26, 2024 Holocaust Remembrance Day
6. Invite Jaime D. and Charlotte Sheer
7. Heidi made a motion to purchase the display case. Karen seconded, Amanda third. All in favor.
8. Kevin to follow up with Amanda to write a check.

Reach out to Jamie, Charlotte, Jean Lewis. Amanda and Rachel to reach out.

## **E. Golf Tournament**

Golf Tournament

1. Save the Date to send out for Thanksgiving to past golfers/sponsors.

2. Giving Tuesday Email: Amanda to send out communication and to sponsors. Highlights 5 graduating seniors. Giving Tuesday donations goes to sponsorships/foundation accounts.
3. Kevin will reach out to Golf Pro to verify the upcoming tournament contract.

#### **F. Staff Gift**

##### Staff Gifts

1. Sample: Water Bottles with Shared Values. Amanda will share a sample.
2. Cost was under the \$15 per person allotted for. ~\$13
3. Due Date: Ordered last week; to pass out at Holiday Luncheon.

#### **G. Cap and Gown Financial Assistance**

##### Cap and Gown Financial Assistance

1. Annual amount to contribute to senior student cap and gown
2. Each student typically pays for cap and gown. Not all kids paid last year. \$154 to be reimbursed to the Class Council Account. All in favor.

#### **H. Procedure for Student Financial Aid**

##### Procedure for Student Financial Aid

1. Create Procedure: Heidi and Karen to follow up with this in a few weeks.
1. Next steps communicate to Student Life and Guidance.

### **II. Activities and Events FY 24**

#### **A. Short Term Project Planning**

##### Activities and Events FY 24

1. Short Term Project Planning
  1. Support with AP/SAT Test Fees: Need a procedure for this. Roll this in with the Student Financial Aid work.
2. Review Fundraising Policy for Handbook
  1. Samples to discuss and look at at another meeting. Heidi to look in to this.
3. Long Term Program Planning
  1. Alumni Database and Outreach rolled onto the next meeting.

#### **B. Review "Fundraising Policy" for Handbook**

#### **C. Long Term Program Planning**

**D. Next Steps**

**III. Closing Items**

**A. Privilege of the Floor**

**B. Approval of Minutes**

**C. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:00 AM.

Respectfully Submitted,  
Heidi Berkowitz

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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.