



## Foxborough Regional Charter School

### Minutes

#### Finance & Facilities Committee

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

Wednesday November 8, 2023 at 8:00 AM

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

Badawi Dweik (remote), Karen Calvert (remote), Lesly Michelot (remote), Matthew Yezukevich (remote), Sergio Martin (remote)

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

*None*

##### **Guests Present**

Christine Barraford, Eddie Ingram

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## **I. Opening Items**

### **A. Record Attendance**

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

Matthew Yezukevich called a meeting of the Finance & Facilities Committee of Foxborough Regional Charter School to order on Wednesday Nov 8, 2023 at 8:00 AM.

### **C. Approve Minutes**

This item was tabled.

## **II. Finance & Facilities**

### **A. ES Roofing Project**

Mr. Michelot reported that the middle school roof has been substantially completed, and the manufacturer of the roof will complete its inspection next week to sign off on the warranty. A punch list will be completed next week. The anticipated estimate for the final cost is \$4.8 million on an original budget of \$5 million.

Discussion ensued on how the auditors wanted to see capital projects designated on the financials.

Mr. Michelot reported that the same OPM for the middle school was the only company that responded to the RFP for the elementary school/gym roof. one company responded to the RFP for the elementary roof. The same company that was the OPM for the middle school roof at a quote of \$216K. Mr. Michelot stated that time was of the essence in the next step of putting out an RFP for the design and architectural team. Discussion ensued on the timeline of the project to be completed before graduation. Based on timeliness, the option of posting the RFP without actually approving the OPM and having Board approval was discussed. Ms. Calvert will confirm that option is in compliance with state procurement regulations.

### **B. Emergency Capital Expenditure**

Mr. Michelot reported that an unexpected capital expense had arisen, and two plumbing pumps needed to be replaced at the high school in the amount of \$21K. Discussion ensued. Mr. Michelot reported that anticipated capital expenses had been budgeted for building security, communications and improvements to lunch and tech. Since the beginning of the year HVAC equipment had been added to address leaks in the existing equipment on the roof at a cost of \$36K.

Lesly Michelot made a motion to add \$21K to the capital budget be paid for by offsetting the increase to the Board's reserve capital.

Karen Calvert seconded the motion.

The committee **VOTED** to approve the motion.

**Roll Call**

Sergio Martin	Aye
Lesly Michelot	Aye
Karen Calvert	Aye
Matthew Yezukevich	Aye
Badawi Dweik	Aye

### III. Closing Items

#### A. Adjourn Meeting

Karen Calvert made a motion to Adjourn.

Sergio Martin seconded the motion.

The committee **VOTED** to approve the motion.

**Roll Call**

Lesly Michelot	Aye
Sergio Martin	Aye
Badawi Dweik	Aye
Matthew Yezukevich	Aye
Karen Calvert	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 AM.

Respectfully Submitted,  
Christine Barraford

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### Documents used during the meeting

- Oct 27 2023 - Budget to Actual (Detail) Roll up (3).xlsx

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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.