

APPROVED



## Foxborough Regional Charter School

### Minutes

#### Board Meeting

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##### Date and Time

Tuesday January 9, 2024 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 (remote), Badawi Dweik (remote), Matthew Yezukevich (remote), Mia Ortiz (remote), Todd Tetreault (remote)

##### Trustees Absent

Kathleen Crawford, Sergio Martin

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

Badawi Dweik

##### Guests Present

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Christine Barraford, Heidi Berkowitz, Karen Calvert, Lesly Michelot

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## **I. Opening Items**

### **A. Record Attendance**

Badawi Dweik arrived at 6:54 PM.

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

Matthew Yezukevich called a meeting of the board of trustees of Foxborough Regional Charter School to order on Tuesday Jan 9, 2024 at 6:17 PM.

### **C. Approve Minutes**

This agenda item deferred to next meeting.

## **II. Leadership Report**

### **A. Leadership Report**

Ms. Berkowitz reported that the elementary school is consistently and frequently conducting teacher observations and feedback loops. Fewer students are on tier 3 plans and are able to manage their behavior with small cues in the classroom. The elementary grades are fully staffed, with a Kindergarten teacher, instructional coach and ESL teacher having been hired. All schools are working on the middle of the year assessments, which helps provide updated data and growth target for a number of student needs.

The middle school is now fully staffed with the return of the fifth grade teacher on maternity leave and the eighth grade teacher from a sabbatical. This is helpful to create stability and goes a long way toward motivation as well as free up substitutes to help in other areas.

The high school conducted Honors Ceremonies this morning. The school has also had a significant decrease in discipline and tardies under the direction of Ms. Foley as acting principal. The new software enables a follow up daily on the tracking system. Class period attendance continue to be a challenge.

Every staff member was given a thermo-mug by the Foundation at the holiday luncheon. One will be given to all Board members as well.

### **B. Personnel Update**

In Ms. St. Brice's absence Ms. Berkowitz reviewed the personnel report. Both the elementary and high schools are full staffed, and the middle school is very close to being fully staffed with minimal positions open.

Discussions are underway on whether to fill the high school principal position now or wait until a July 1st start date. John Tarvin of EOS Partners is sharing resumes (20-25) submitted for the executive director position that may be more suitable for a principal position. Mr. Yezukevich noted that the absence of a principal creates “bandwidth issues for everyone else,” and having the assistance of EOS partners may be worth considering.

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

Ms. Berkowitz reported that the present enrollment is 1,517, and offers have been extended to Kindergarten, second and third grades. There are currently 15-20 offers made, and the usual expected drop in enrollment of 15-20 students after holiday break did not happen this year.

For the FY25 school year, 371 applications have been received. Open house is scheduled for the end of the month. In support of recruitment, staff members have been encouraged to share the FRCS social media announcements on their social media accounts as well.

### **III. Board Business**

#### **A. Administrative/Housekeeping**

Ms. Ortiz reported that, insofar as she is a state employee, she is required by law to file a disclosure that she is an uncompensated member of a board of trustees. Mr. Tetreault thanked her for her diligence for complying with state law and ensuring that there are no conflicts of interest, appearance of conflict of interest or threats of violation to her dual positions as professor at Bridgewater State University and member of the FRCS Board of Trustees.

#### **B. Board Training**

No update.

### **IV. Executive Director Search**

#### **A. Discussion**

Ms. Vixamar reported that the search committee parsed through 16 resumes and designated 7 candidates for interviews. Mr. Tetreault noted that all 7 diverse candidates have either Superintendent or Assistant Superintendent background and bring a depth of experience.

Discussion ensued on the timeline with candidates scheduled for interviews through January and the first of February, at the end of which the committee will recommend three finalists to the Board.

Following discussion, the Board agreed on the importance of a schedule being set up now in anticipation of final interviews followed by Board roundtable discussions on candidates in order to make timely decisions on making offers to candidates who may have submitted several applications for opportunities.

Ms. Vixamar will follow up with Mr. Tarvin on the best way forward to proceed in a timely manner to create a solid schedule to maximize the Board's first choice of and acceptance by the best candidate.

## **V. Academic Excellence**

### **A. Discussion**

In Ms. Crawford's absence, Mr. Yezukevich reviewed the first draft of the document defining the scope and charge of the committee. This document is helpful to candidates who may be interested in serving on the committee. Ms. Ortiz will review and provide her feedback at the next meeting.

## **VI. Appeals**

### **A. Discussion**

No update.

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

### **A. Discussion**

Ms. Berkowitz noted that response to an email on available of committee positions yielded six applications of interest. Ms. Vixamar will follow with student representatives next week.

Mr. Yezukevich noted the importance of a Board calendar to track tasks for the Board.

## **VIII. Finance & Facilities**

### **A. Discussion**

Mr. Yezukevich reported that the design contract for the elementary roof is now under legal review. The design firm is conducting an analysis of the roof as well as the HVAC system on the roof.

The roof replacement will be completed at the end of FY24 and the HVAC system for the high school will be initiated with thirty weeks lead time for ordering of materials.

Ms. Calvert reviewed the comparison of the budget from this to last December.

- Adjustment made for tuition reimbursement due to decrease in enrollment from \$16.50/student in November to \$12.50/student.
- No adjustment of tuition rates at this time from Foundation.
- Adjustments to Food Service expense expected for feeding fewer students.
- Monthly report from Food Service on food waste.
- No major fluctuations on personnel and operating expenses.

Mr. Yezukevich noted that the district is still in a good position relative to cash flow.

## **IX. Governance**

### **A. Discussion**

No update.

## **X. Community Groups**

### **A. FEA**

Ms. Berkowitz reviewed the report of the FEA. The group is continuing to collaborate throughout the district. A medical job fair was held about careers in the medical field, as well as a financial aid night facilitated by one of the parents who did this for a living. A holiday fair was held at the elementary school and work is being done on sponsoring a tutor program at the middle school. The group is invested in developing its role in support of student achievement. The number of families involved in the group is expanding.

Mr. Yezukevich noted the importance of the group for recruitment purposes at open house and suggested that parents “in their orange shirts” be invited to make a short recording of why they chose FRCS for their children.

### **B. SEPAC**

No update.

### **C. Foundation**

Mr. Berkowitz reported as follows:

- the golf tournament will be scheduled at Foxboro Country Club this year.
- Donation of \$10K to the elementary reading program will enable formation of reading center and in honor of past teacher Judy \_\_\_\_\_,
- Holocaust stamp program started in the fifth grade fifteen years ago is complete and collages of important events of Jewish history was donated to museum in Pennsylvania. Cube of leftover stamps will be placed in the middle school lobby and former teachers invited back for dedication.

## **XI. Other Business**

### **A. Discussion**

Mr. Tetreault asked that an agenda item for executive session for next meeting would be to invite Nick \_\_\_\_\_ to give the Board an update.

## **XII. Closing Items**

### **A. Adjourn Meeting**

Todd Tetreault made a motion to adjourn.

Mia Ortiz seconded the motion.

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

#### **Roll Call**

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:01 PM.

Respectfully Submitted,

Christine Barraford

### **B. Adjourn Meeting**

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

- HR Update-Open Positions 1.4.24.pdf
- Enrollment Report Final January 2024 (2).docx
- Scope Academic Excellence Committee 112023.docx
- Dec. 2023 - Balance Sheet (Summary).pdf
- Dec. 2023 - Budget to Actual (Summary).pdf
- Dec. 2023- Budget to Actual (Comparative Summary) (1).pdf
- Family Empowerment Alliance BOT Updates.docx

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.