

APPROVED



## Foxborough Regional Charter School

### Minutes

#### Board Meeting

---

#### **Date and Time**

Tuesday March 12, 2024 at 6:00 PM

---

#### **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.

---

#### **Trustees Present**

Anissia Vixamar, Kathleen Crawford (remote), Mia Ortiz (remote), Sergio Martin (remote), Todd Tetreault (remote)

#### **Trustees Absent**

Badawi Dweik, Matthew Yezukevich

#### **Guests Present**

Christine Barraford (remote), Heidi Berkowitz, Karen Calvert, Kathleen Foley, Lesly Michelot, Mallory St Brice

---

## **I. Opening Items**

### **A. Record Attendance**

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

Todd Tetreault called a meeting of the board of trustees of Foxborough Regional Charter School to order on Tuesday Mar 12, 2024 at 6:03 PM.

### **C. Privilege of the Floor**

There was none.

## **II. Leadership Report**

### **A. Leadership Report**

Ms. Foley reported on the following student led events:

The Step Team Showcase had a tremendous performance with the audience “erupting in applause” several times throughout.

Middle School and High Schools received several awards for their showings at the Science Fair.

The ice bucket challenge for Special Olympics raised \$600.

MCAS 2023 will be reported at the next meeting.

### **B. Personnel Update**

Ms. St. Bruce reported that there are currently thirteen open positions. Vacant positions are being adequately covered by substitutes and hiring for next year has been put on hold. If qualified applicants are hired, they will be placed in substitute positions to transition for the next year. As of now no resignations have been submitted, but she will follow up with staff for expectations for next year. To avoid late resignations in August, staff will be advised that resignations submitted earlier will not disrupt salary payments throughout the summer months.

Discussion ensued. Although a “pulse check” was not distributed in the fall, Ms. Bruce anticipates that a culture climate survey will be distributed in the spring. She anticipates that the new Executive Director’s arrival in July will generate excitement and have a positive impact on engaging with staff.

The dashboard will be distributed for the first quarter of the year.

### **C.**

## Enrollment Update

Ms. Berkowitz reported a current enrollment of 1,502 with one withdrawal since. The annual lottery conducted last Wednesday yielded 113 attendees on the zoom call. Kindergarten registration is March 18th with additional registrations through mid-May. Mr. Michelot is coordinating a transportation fair after the last registration takes place as lack of transportation impacts parents' decision to enroll.

Of the 164 Kindergarten offers, 80 appointments were made for next week. 54 registration packets have been received. Applications will be reopened April 1st and continue through May 1st. Outreach to daycare and preschool will continue in order to drive Kindergarten applications for another month.

Intent to return "once a Falcon always a Falcon" positive upbeat letters were sent out highlighting the excitement and promise of onboarding a new Executive Director. Requests for email notification for non-returns were made and will be followed up with phone calls to better gauge attrition.

Ms. Berkowitz reported that 168 applications for Kindergarten had been received, with 120 seats as the goal. Although 5 or 6 applications are usually received for 9th grade, 72 have been received to date. With consideration of impact to classroom, teachers, schedule and behaviors as well as an incoming principal and new assistant principal as the new leadership team as a whole with a new Executive Director, it was decided to make 90 seats available and not overfill the 9th grade until the building level feels solid and the new team can figure out the needs the develop its own strategic plan.

For the other grades usually at 135-140, an attrition from the current grade level enrollment using a factor of 10% attrition, i.e. if we offered 50% of applications received and we had 50% acceptance rate, this is the number we can enroll and maintain sustainability. A pre-enrollment number of 1,525 is the number the state pays or each student per diem. The leadership team thought building a budget on 1,450 was a more realistic and conservative number.

Discussion ensued. Of the 72 applications, 31 were from Brockton, 15 from Taunton and the rest from different places. Firm reasons for the increase in applications are not yet known, and to avoid bias, certain questions cannot be asked on the application. Ms. Berkowitz will conduct a survey of registrants later on that will reveal any developing trends and reasons for attraction to FRCS for sports, academics, etc. There has been a trend in volatility and a five-year plan will be developed to better understand the long-term implications.

Ms. Berkowitz stated that the goal number needs to be known before offers are extended. The acceptance rate is usually higher at this time of year rather than waiting for the summer months when the response rate is low.

Kathleen Crawford made a motion to approve the FY25 enrollment recommendation as presented including the pre-enrollment number of 1,525.

Sergio Martin seconded the motion.

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

**Roll Call**

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

**III. Board Business**

**A. Administrative/Housekeeping**

Mr. Tetreault noted that the minutes listed to be approved of October 10 and November 14 had been approved at the previous meeting.

**B. Board Training**

There were none.

**C. Board Planning**

Ms. Crawford reported that, following a vote at the last meeting to authorize her as the Chair to make an offer of employment as Executive Director to Toby Romer, he accepted the offer and has signed a contract. Ms. St. Brice reported that he has completed about half of his onboarding documents and she is working with Ms. Berkowitz to complete the onboarding plan.

Ms. Crawford noted that the Charter School Association is putting a package of “need to know information on working in a charter school,” and will work with Mr. Romer on monthly meetings as he transitions to the charter school environment.

Ms. Berkowitz reported that she has shared a video on being a board representative with parents and students. Appointments to committees will be made at the Board’s Friday meeting.

**IV. Board Committee Reports**

**A. Academic Excellence**

Ms. Ortiz reported she is making headway reaching out to the group. She is planning to reach out to parents and students on how they see their role in FRCS. This will be helpful information on its face and have the benefit of providing institutional knowledge to her as

a new Board member. She will reach out to the new Executive Director after his arrival in July.

Discussion ensued on the absence of a middle school library. She will reach out to the foundation board to pursue the reinstatement of an actual physical space.

Discussion also ensued on the schools generating surveys for the analysis of the data by the committee. Ms. St. Brice will contact the consultant FRCS has previously worked with on effective way forward in gaining information.

**B. Appeals**

No report.

**C. Diversity, Equity and Inclusion**

Ms. Vixamar is working on adding members.

**D. Governance**

No report.

**E. Finance and Facilities**

Mr. Martin noted the importance of not treating the annual audit as a “non-event.” Ms. Calvert and her team work diligently to ensure that checks and controls are in place to monitor the financial health of FRCS. Although she reports on a regular basis to the Finance Committee, it is the responsibility of the Board to oversee sound financials, as the chief reason charter schools fail is financials.

Board members joined Mr. Martin in applauding the efforts of Ms. Calvert and her team. Ms. Crawford added that “we know her attention to detail is formidable” especially in the way of bond covenants, and the Board appreciates all that she contributes to the FRCS community.

Finance Report

Ms. Calvert presented the financial comparison from last year including the following highlights:

- Tuition is slightly higher mostly due to the increase in funding and not because of enrollment, with the same received in January and February.
- Expect to see additional adjustments but has not seen any foundation rate changes.
- Food services reimbursement higher due to both additional funding from the state and federal government; an unanticipated \$59K received from the federal government.
- Transportation fees higher because of an additional bus.

- Personnel expenditures overall higher due to increase in salaries; fewer open positions.
- Lower in student activity personnel line item due to restructuring and moving staff into individual schools as in a typical school district.
- Operating expenses trended as expected.
- Administrative and finance higher with executive director search expenses.
- Student activity higher due to increase in busing and significant increase in sped transportation.
- Operations overall higher due to HVAC and regular utility, water, grounds maintenance and new phone system and IT licenses.
- Benefits higher due to increase in health insurance and payroll taxes.

## V. Policy Review

### A. First Reading

Ms. Berkowitz presented the key dates calendar for next year for approval.

Todd Tetreault made a motion to approve the key dates calendar with the start of school following Labor Day as presented.

Mia Ortiz seconded the motion.

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

#### Roll Call

Matthew Yezukevich Absent

Mia Ortiz Aye

Badawi Dweik Absent

Todd Tetreault Aye

Anissia Vixamar Aye

Kathleen Crawford Aye

#### Field Trip Policy

Ms. Berkowitz presented the first reading of the field trip policy. Several editing suggestions were made for clarity. Mr. Tetreault will present a written summary to Ms. Berkowitz for revision and presentation for second reading.

#### Bullying Intervention Policy

This item is tabled for next Friday's meeting.

### B. Second Reading

There were none.

## VI. Community Groups

### A. FEA

Ms. Berkowitz noted that the FEA had sponsored a very successful student dance and an incentive breakfast for the sophomore class in recognition of having the lowest level of tardiness to periods.

**B. Foundation**

No report.

**C. English Language Parent Advisory (ELPAC)**

No report.

**D. Special Ed Parent Advisory (SEPAC)**

No report.

**VII. Minutes of Meetings**

**A. Approval of Minutes**

Todd Tetreault made a motion to to approve minutes of October 18, 2023 as amended.

Kathleen Crawford seconded the motion.

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

**Roll Call**

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

Todd Tetreault made a motion to approve minutes of November 28, 2023 as amended.

Sergio Martin seconded the motion.

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

**Roll Call**

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

Minutes of December 12, 2023 are tabled until next meeting.

Todd Tetreault made a motion to approve minutes of December 21, 2023 as amended.

Anissia Vixamar seconded the motion.

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

**Roll Call**

Anissia Vixamar	Aye
Sergio Martin	Aye

**Roll Call**

Matthew Yezukevich Absent  
Kathleen Crawford Aye  
Badawi Dweik Absent  
Todd Tetreault Aye  
Mia Ortiz Aye

Minutes of January 9, 2024 are tabled until next meeting.

Todd Tetreault made a motion to approve the minutes from FRCS Board of Trustees Meeting on 10-18-23.

Kathleen Crawford seconded the motion.

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

**Roll Call**

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

Todd Tetreault made a motion to approve the minutes from Board Meeting on 11-28-23.

Sergio Martin seconded the motion.

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

**Roll Call**

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

Todd Tetreault made a motion to approve the minutes from Board Meeting on 12-21-23.

Anissia Vixamar seconded the motion.

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

**Roll Call**

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

**VIII. Executive Session**

**A.**

## Adjourn to Executive Session

No Executive Session.

## IX. Closing Items

### A. Adjourn Meeting

Todd Tetreault made a motion to adjourn.

Anissia Vixamar seconded the motion.

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

#### Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:07 PM.

Respectfully Submitted,  
Christine Barraford

---

## Documents used during the meeting

- HR Update 3.12.24.pdf
- March Board Update.docx.pdf
- FY25\_Enrollment\_Recommendation\_-\_March\_2024.docx
- 2023-2028 Accountability Plan DRAFT- January 10 2024.pdf
- Key Dates Calendar FY25 - January 2024.docx
- Feb 2024 - Budget to Actual (Summary).PDF
- Feb 2024 - Budget to Actual (Comparative Summary).PDF
- Feb 2024 - Balance Sheet (Summary).PDF
- Field Trip and Extended Trip Policy - January 2024 (1).docx
- \_Draft\_FRCS\_District\_Bullying\_Intervention\_Plan\_edited\_9-23\_\_1\_.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.