

APPROVED



## Foxborough Regional Charter School

### Minutes

#### Board Meeting

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#### **Date and Time**

Tuesday April 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, Kathleen Crawford, Matthew Yezukevich (remote), Mia Ortiz (remote), Sergio Martin, Todd Tetreault

#### **Trustees Absent**

Badawi Dweik

#### **Guests Present**

Christine Barraford (remote), Dana Benton-Johnson, Heidi Berkowitz, Kathleen Foley (remote), Lesly Michelot (remote), Mallory St Brice (remote)

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## 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 Apr 9, 2024 at 6:06 PM.

### C. Privilege of the Floor

There were none.

## II. Leadership Report

### A. Leadership Report

MCAS Report

Ms. Foley reviewed her PowerPoint presentation on the 2023 MCAS report including the following highlights:

- MCAS metrics
- Growth vs achievement
- Growth vs achievement – achievement caveats
- Math by school
- ELA by school
- 5-8 science by grade

Discussion ensued. In response to the Board's questions on reasons for downward trend in scores, Ms. Foley answered as follows:

- Covid and turnover of teachers.
  - ELA materials are teacher created and turnover left gaps in materials.
- Able to identify root cause of core curriculum.
  - State approved tier 1 funding to support stronger core curriculum.
- Comparison data to state and five sending districts needed to fully assess the trend.
- Not relying on “autopsy” data but proactive measures to track improvement.
  - High degree of support at the high school.
  - Accountability in testing environment at all schools to ensure they had what they needed “to get it done.”
  - Set the stage for positive results in terms of instruction support.
  - Instructional coaching at middle school and change in leadership at the elementary school created stability with positive gains.

- Intervention programs during the summer for opportunities for enrichment and support.

Discussion ensued following Ms. Foley's summary of the MCAS report including the following highlights:

- Analysis of the trend with an outcome-based lens.
- To the extent it is known how scores compare to the system overall in state and sending district scores is the extent to which it is known if students are as good as or better than peers with the intent to revisit the question is FRCS doing as good as or better than its peers in its mission and vision.
- Insofar as families looked at MCAS as a metric, the fact that two-thirds of students do not meet expectations is dismaying.
- Make it a goal of the Executive Director to incentivize improving outcomes.

Ms. Foley addressed the Board's concerns. She and Ms. Berkowitz had worked on an accountability plan, to which the state "pushed us" to separate out goals and reach into the lower grades to see if there was "more opportunity." They are not relying on "autopsy" data but looking at the live trending in a consistent way and determine what is needed to shift to support students. Consistent with the core values of the school, a "portrait of a graduate" is being developed across the schools. This has led to discussion on a school improvement plan and the answer to the question "what does it look like when you leave this building."

Mr. Tetreault added a "cool outcome" would be from the student to us: "what do we look like."

## **B. Personnel Update**

Ms. St. Brice presented her vacancy report. She stated she had received notice of only a few resignations. She then presented the dashboard on staffing and recruiting including the following highlights:

- Increase in absence rate over last quarter.
- Post-pandemic new Executive Director will have positive impact on engagement.

Discussion ensued. Mr. Tetreault correlated the lower tenured lower engaged employee with the higher absence rate. Ms. Crawford noted the phenomenon of "quietly quitting" tied to burnout. Ms. St. Brice stated that the absence management tool enables quicker analysis of data with the intention of better understanding the problem leading to intervention.

Ms. St. Brice stated that the new high school principal will be starting on July 1st. Ms. Foley stated that the students were very involved in the interviews, and unanimously were in agreement with management to hire her as their "new thoughtful instructional leader."

### **C. Enrollment Update**

Ms. Berkowitz reviewed her report with a current enrollment of 1,495. She reported a successful outreach with an extension of 163 offers, 104 kindergarten spots were filled. Response rate last year was 66% and this year 63%. 21 applications have been re-opened with a deadline of May 1st. 68 registrations were received for grades 1-8, 15 of which are siblings. She noted that it is too soon to determine impact to transportation.

In response to an email on intent to return, 425 students are returning and 10 have withdrawn. An additional email will be followed by a phone call to non-responses. Withdrawals in sixth grade reflect some towns starting middle school in grade 5 or grade 6.

## **III. Board Business**

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

No report.

### **B. Board Training**

Mr. Martin attended the first session of succession planning training and will attend the second session in a few weeks.

### **C. Board Planning**

No report.

## **IV. Board Committee Reports**

### **A. Academic Excellence**

Mr. Ortiz reported that she will reach out to members of the committee with regard to “taking a step back” and think about MCAS and contextualization in comparison with other school districts.

### **B. Appeals**

There are no appeals.

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

Ms. Benton-Johnson stated that she will raise the subject of certain committees not being Board led and use DEI as an example.

2023-2028 accountability plan

Ms. Berkowitz reviewed the process and procedures of the accountability plan. The school reports on an annual basis on the progress of the accountability plan. She and Ms.

Foley work with the state on the objectives and measures related to mission and key design elements and measurement on adhering to elements of the plan.

Discussion ensued. Ms. Foley clarified that previous accountability plans were not as “meaty” as this one. She also clarified that while the terms of this plan as a public document are conservative, internal plans may be more strategic in nature with a focus on stretch goals, which not only meet the requirements of the accountability plan but exceed them. In terms of improvement in math score, the elementary goals may look at an 8% growth while the high school may be at 2% growth. The plan is about shifting and tailoring goals to the different school buildings.

Discussion also ensued on the DESE indicators of competency in teachers meeting cultural proficiency. Ms. Foley explained that in an environment where white teachers are teaching predominantly black and brown students, proficiency in diversity, equity and inclusion is particularly significant in student achievement.

Ms. Berkowitz stated that this is first year of the five -year charter and next year is the site visit at which time improvement goals will be assessed.

#### **D. Governance**

##### **ByLaws**

Ms. Berkowitz reviewed the first reading draft of the bylaws including the state suggestions for inclusion of language.

Discussion ensued. With regard to an executive committee, it was agreed that the language should allow for the existence of an executive committee should there be a need in the future.

With regard to language with regard to the inclusion of students and parents on boards and committees, Mr. Tetreault will summarize the discussion and send to Ms. Berkowitz for inclusion in the bylaws as part of the second reading.

Discussion ensued on the language on staggering three-year terms of board members. Mr. Tetreault noted the practice of bringing in members for less than three years as being indirect conflict with this language.

Ms. Berkowitz asked members to review the document and send her feedback no later than May 6th for inclusion in the second reading.

#### **E.**

## **Accountability Plan**

2023-2028 accountability plan

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Following discussion and upon motion duly made by Mr. Tetreault and seconded by Ms. Crawford, it was unanimously voted to approve the FRCS accountability plan as presented.

## **F. Finance and Facilities**

Mr. Yezukevich reported as follow:

- Finance committee meeting regularly over the last month on updates to the FY24 budget and revising projections.
- May need special meeting to approval capital expenditures not budgeted.
- FY25 budget presentation may need to be scheduled in June rather than May to finalize one-offs like capital expenditures, committing dollars in advance to positions voted on as well as health insurance and major contracts.
- Elementary roof project ongoing and in the process of identifying general contractor in RFP; project will be rolled out by the end of the school year in time for completion for new academic year.

Mr. Michelot reported that bid will be opened this Friday to chose the general contractor for the project. He noted that local businesses have experienced water damage due to high groundwater levels. Although FRCS is on a hill, the situation will be monitored.

## **G. Bylaws**

## V. Policy Review

### A. First Reading

Employee Handbook

Ms. St. Brice reviewed the first reading of the 2024-25 Employee Handbook which has been approved by the Governance Committee. She asked members to review the handbook and email edits to her in time for the second reading at the next meeting.

### B. Second Reading

Field trip policy

Ms. Berkowitz presented the second reading of the field trip policy. Based on member feedback the name was changed to extended trip policy, which outlines expectations for out-of-school time and alignment with curriculum, that it is a privilege not a right, and a student must be in good standing to qualify to participate.

Discussion ensued. Mr. Martin was concerned that specific requirements for submissions would have an unintentional consequence on preventing good ideas because it did not meet the strict timeframe. He was in favor of making reasonable exceptions.

Ms. Foley stated that it is an ongoing challenge and one of the things that helps build trust with the administration is consistency on policy and procedure. Policies that require certain steps to be taken are necessary to ensure student safety and all aspects have been addressed. Making exceptions opens the door to challenging procedures.

Following discussion, it was the consensus of members to differentiate the timeframe for local, domestic and international trips.

Todd Tetreault made a motion to approve the FRCS extended trip policy as amended as noted: changing the title to extended trip policy, changing executive director in the second instance in paragraph 3 to building leader and modifying advance notice to six months for international trip and executive director discretion for domestic trips.

Matthew Yezukevich seconded the motion.

In answer to Ms. Ortiz question on including the word "off-site" to the policy, Mr. Tetreault stated that it is defined in the extended trip policy.

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

#### Roll Call

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

**Roll Call**

Matthew Yezukevich Aye

**C. Bullying Prevention Policy**

Ms. Vixamar reported that two changes were made at the suggestion of DESE, i.e. information on how parents can contact DESE if there are concerns about FRCS adhering to the bullying policy and specific language about the population that may be more at risk for targeting.

Discussion ensued. Mr. Tetreault noted that FRCS is fully aware of the characteristics of the bullying victim and this should be an acknowledgement. The timeframe for notifying parents of initial awareness of an incident and the beginning of an investigation was also discussed. Mr. Tetreault noted that language on timeframe and followup as well as retaliation is covered in the student handbook, which defines a forty-eight hour timeframe in mandated reporting. In the case of weekends and school breaks, the notice should be defined as soon as possible.

Following discussion, it was decided to table the approval of the policy until a meeting to be scheduled for April 22nd at 8:00AM.

**D. Remainder of Agenda Items**

Following discussion, it was decided to table the approval of the policy until a meeting to be schedule for April 22nd at 8:00AM.

**VI. Closing Items**

**A. Adjourn Meeting**

Todd Tetreault made a motion to adjourn.  
Matthew Yezukevich seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

Badawi Dweik	Absent
Matthew Yezukevich	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 8:40 PM.

Respectfully Submitted,  
Christine Barraford



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

- MCAS 2023 Results 1.pdf
- FRCS Open Positions 4.4.24.pdf
- HR Board Dashboard 3.31.24.pdf
- April 24 Board Update.docx
- 2023-2028 Accountability Plan DRAFT- January 10 2024 (1).docx
- FRCS\_By-Laws\_ DESE comments + FRCS input.docx
- SY24-25 Handbook Changes\_4.4.24 - Sheet1 (1).pdf
- SY24-25 Handbook Changes\_v.1\_3.29.24.pdf
- FRCS Employee Handbook Changes Excerpts SY24-25\_4.4.24.pdf
- FRCS Employee Handbook\_SY2024-2025 (DRAFT v. 1).pdf
- March 2024 -Financial Report - Balance Sheet (Summary).pdf
- March 2024-Financial Report - Budget to Actual (Comparative Summary).pdf
- March 2024-Financial Report - Budget to Actual (Summary).pdf
- Field Trip and Extended Trip Policy - January 2024 (2).docx
- 2024 FRCS Bullying and Intervention Plan .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.