

APPROVED



Foxborough Regional Charter School

Minutes

Board Meeting

Date and Time

Tuesday May 14, 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 (remote), Badawi Dweik (remote), Kathleen Crawford, Matthew Yezukevich (remote), Mia Ortiz, Sergio Martin (remote), Todd Tetreault (remote)

Trustees Absent

None

Guests Present

Amanda Mathias (remote), Christine Barraford (remote), Heidi Berkowitz (remote), Karen Calvert (remote), Lesly Michelot (remote), Mallory St Brice (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Sergio Martin called a meeting of the board of trustees of Foxborough Regional Charter School to order on Tuesday May 14, 2024 at 6:09 PM.

C. Privilege of the Floor

Mr. Tetreault announced privilege of the floor was granted to Kevin Driscoll. He was not present via Zoom.

Mr. Tetreault reviewed protocols for privilege of the floor. The meeting was duly posted as a zoom meeting. Time will be given if Mr. Driscoll joins the meeting later.

II. Leadership Report

A. Leadership Report

Ms. Berkowitz reported the following:

- Week of teacher appreciation celebrated last week; breakfast provided by FEA with raffle baskets from Board and leadership team.
- End of year celebrations including graduation on June 7th at 6:00PM.
 - On May 24th at 8:00AM senior assembly will be held to distribute scholarships and recognize achievements and participation in leadership activities.

B. Personnel Update

In Ms. St. Brice's absence, Ms. Berkowitz reported the following:

- Vacant educator positions listed for FY25 may be hired this year for right candidate.
 - District accountant position to be filled.
- New high school principal Bridget Lemieux visited on May 8th and met with students, teachers and department heads; will check on availability to meet Board members at its June meeting; official starting date July 1st.
- Ongoing communication with new Executive Director keeping him apprised of transportation and union activities and staffing as well as any issue impacting next year; visited on May 8th and met the several administrators and expected return on May 22nd to communicate with rest of stakeholders; official start date July 1st.

- Elementary team stabilizing and seeing downward trend in turnover; positions for content areas of middle school being posted; high school stabilizing with little turnover.

Ms. St. Brice joined the meeting at 6:15PM as well as Ms. Mathias.

Ms. St. Brice reported that assurance letters will be sent out next week triggering information on plans for next year and needed information upon which to act upon.

C. Enrollment Update

Ms. Berkowitz reported the following:

- Enrollment steady at 1,494 with 109 Kindergartners entering next year.
 - Kindergarten subject to lottery on May 8th and registration starts today for this next round; seven day window runs to next Tuesday.
- Emails sent out for intent to return and received 934 responses; continuing to widdle down emails for non-responses
- Continuing to expect at least 10% attrition rate and fill with grade levels with that in mind; did K-4 outreach April 1 to May 1 with another lottery on July 10th.
- Offer this past round of 22 Kindergartner positions.
- After budget update in next three to four weeks, enrollment expectations will be assessed.

III. Board Business

A. Administrative/Housekeeping

There were no items.

B. Board Training

Mr. Martin completed succession training offered by Charter association focusing on roles and responsibilities of Board and how to separate Board and administration operations. He will distribute seminar materials to members.

C. Board Planning

Review of policies on boards and committees to be tabled to next meeting at the request of Ms. Vixamar.

IV. Board Committee Reports

A. Academic Excellence

To be tabled to next meeting.

B.

Appeals

No appeals.

C. Diversity, Equity and Inclusion

Ms. Vixamar asked that the policy on boards and committees be reviewed at next meeting.

D. Governance

Board Bylaws

Due to lack of documents in meeting packet, this item has been tabled to next meeting.

E. Finance and Facilities

Mr. Yezukevich reported the following:

- Six weeks left to the FY24 budget; tuition reimbursement expected from state with no major hit; no surprises for expenses.
- FY25 budget will be brought to the Board for vote in June; another meeting may be scheduled if necessary for review purposes.
- Placeholder for costs related to union negotiations.
- Due to cost increases from long-term transportation vendor, RFP yielded a quote of \$2.36, \$.5M less than budgeted \$2.5M.
- Health insurance increase at 9.2% at \$1.75M coordinated by health insurance consultant HR Knowledge; less than surrounding districts; same employer/employee share.

Following advice from Ms. Calvert of a meeting on Friday for the purpose of locking in the quoted rate, and due to the fact of a potential real impact of not addressing this issue in the current session, the Chair made the audible decision on its merits to add this item to the agenda. Due to its time sensitivity, the members agreed that, in the best interests of personnel to provide the best benefit, it was prudent to vote on this item tonight independent of the budget.

Todd Tetreault made a motion to To allow senior leadership to execute the health insurance contract with Tufts or whoever successor entity is, up to \$1.75M for FY25 with no change in employer/employee share of costs.

Matthew Yezukevich seconded the motion.

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

Roll Call

| | |
|--------------------|--------|
| Todd Tetreault | Aye |
| Anissia Vixamar | Aye |
| Matthew Yezukevich | Aye |
| Badawi Dweik | Aye |
| Sergio Martin | Aye |
| Mia Ortiz | Absent |

Roll Call

Kathleen Crawford Absent

Facilities:

Mr. Michelot reported the following:

- In order to enable a smooth transition, met with drivers today to see if they would be interested in employment with new transportation vendor, First Student; details of contract to be completed on Monday with vendor.
- In the interests of assisting families financially, family ridership fees recommended not to increase in FY25.
- Elementary school roof projects scheduled to begin the day after close of FY24 school year and expected to be completed before orientation day; phase 2 to be completed in FY25.

V. Policy Review

A. First Reading

No first readings.

B. Second Reading

Ms. St. Brice led the discussion on the second reading of the employee handbook as follows:

- Suggested changes from last meeting documented in packet list.
- New section 8.4 induction and mentoring added on pgs 69-71.
 - The employee handbook lays out all regulations for school staff to follow; however anything specified in the collective bargaining agreement supersedes the handbook; otherwise the policies default to the employee handbook.
 - The employee handbook applies to everyone *not* in the union.
- Two more policies to be added apply to the fact that any organization receiving over \$25K in federal funding has drug and alcohol use policies and these will be read as the first reading at the June meeting.

Following discussion, it was agreed that the above policy would be listed as a first reading and when approved the entire handbook will be listed as a second reading and subject to approval.

VI. Community Groups

A. FEA

- Sponsored sixth/seventh grade dance on Friday night.
- Provided three scholarships to graduating seniors.

B. Foundation

- Golf tournament scheduled for July 8th trending well; expect to limit foursomes and cap at 128 participants; expect to exceed prior fundraising efforts at \$35-40K.

C. English Language Parent Advisory (ELPAC)

No updates.

D. Special Ed Parent Advisory (SEPAC)

No updates.

VII. Meeting Summary and Items for Next Meeting

A. Board Calendar

Review of the calendar resulted in the following proposed actions:

- Budget approval in May or June.
- Review of boards and committees.
- Board recruitment and defining of goals.
- Follow up on field trips; approval of extended trips at least six months ahead to give optimum chance for as many students as possible to participate; framework for potential school assistance in fundraising activities.
- Review of MCAS data compared to other districts in state.

B. Items for Next Meeting

See above calendar.

VIII. Minutes of Meetings

A. Approval of Minutes

Mr. Tetreault noted that minutes of October 10 up to December had been approved.

December 12 minutes were tabled to next meeting.

Minutes of February 12, 15 and 21 not available.

Todd Tetreault made a motion to approve minutes of March 12, 2024 as amended.

Badawi Dweik seconded the motion.

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

Roll Call

| | |
|--------------------|--------|
| Matthew Yezukevich | Aye |
| Sergio Martin | Aye |
| Kathleen Crawford | Absent |
| Badawi Dweik | Aye |

Roll Call

Anissia Vixamar Aye
Mia Ortiz Absent
Todd Tetreault Aye

Todd Tetreault made a motion to approve the minutes from Board Meeting on 01-09-24.

Matthew Yezukevich seconded the motion.

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

Roll Call

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

Matthew Yezukevich made a motion to approve the minutes from Board Meeting on 01-26-24.

Todd Tetreault seconded the motion.

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

Roll Call

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

Matthew Yezukevich made a motion to approve the minutes from Board Meeting on 01-31-24.

Todd Tetreault seconded the motion.

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

Roll Call

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

Todd Tetreault made a motion to approve the minutes as written from Kevin McIntyre's interview Board Meeting on 02-05-24.

Matthew Yezukevich seconded the motion.

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

Roll Call

Matthew Yezukevich Aye

Roll Call

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

Matthew Yezukevich made a motion to approve the minutes from Board Meeting on 02-07-24.

Anissia Vixamar seconded the motion.

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

Roll Call

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

IX. Executive Session

A. Adjourn to Executive Session

No executive session.

X. Closing Items

A. Adjourn Meeting

Matthew Yezukevich made a motion to adjourn.

Todd Tetreault seconded the motion.

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

Roll Call

| | |
|--------------------|--------|
| Matthew Yezukevich | Aye |
| Sergio Martin | Aye |
| Anissia Vixamar | Aye |
| Mia Ortiz | Absent |
| Todd Tetreault | Aye |
| Kathleen Crawford | Absent |

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-Open Positions 5.9.24.pdf
- May 24 Board Update Enrollment.docx
- April 2024 - Budget to Actual (Comparative Summary).pdf
- April 2024 - Budget to Actual (Summary).pdf
- April 2024 - Balance Sheet (Summary).pdf
- Operations_Department_Update_May 14 2024.docx
- SY24-25 Handbook Changes_5.9.24.xlsx
- Copy of FRCS Employee Handbook Changes Excerpts SY24-25_4.4.24.pdf
- NEW Handbook Pages 69-71 Section 8 Mentoring.pdf
- FRCS Employee Handbook_SY2024-2025 (DRAFT v. 2)_5.9.24.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.