

APPROVED



## Foxborough Regional Charter School

### Minutes

#### Finance and Facilities

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

Friday January 19, 2024 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, Matthew Yezukevich (remote), Sergio Martin (remote)

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

Lesly Michelot

##### **Guests Present**

Christine Barraford (remote), Heidi Berkowitz

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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 Friday Jan 19, 2024 at 8:05 AM.

**C. Approve Minutes**

Tabled to next meeting.

**II. Finance & Facilities**

**A. FY24 Budget Updates**

Mr. Yezukevich began the discussion on the FY24 budget. Ms. Calvert reported that hiring continues but salaries will not have a significant impact on the budget. Grant funding has been delayed by DESE due to rollout of new computer system, but full grant funding in the amount of \$1.2M is eventually anticipated.

Mr. Martin began the discussion on the budget to actual numbers reflecting not only the actuals up to the present month, but how that affects the budget to actual numbers anticipated through the end of the year. Following discussion it was agreed that financial information be tracked so as to show its impact on the entire budget, i.e. an additional column would be added to display the anticipated actual numbers up through the next six months.

**B. FY25 Budget Discussion**

Mr. Yezukevich reported that the Committee needed to address the proposal for adding a new position into the FY25 budget.

Ms. Foley stated that during her time in the district she has been able to assess the needs of the high school better in two distinct areas: a) the assistant principal's role in instructional support of teachers with coaching around instructional practices; and b) the behavioral interventionist's role in support of behavioral issues in the classroom. Her proposal is to create a second assistant principal position by combining the present two interventionist positions into one. In this way the assistant principal model would offer the more effective ability to service students and teachers with the level of authority that an assistant principal has that the behavioral interventionist position does not.

Discussion ensued. Notwithstanding the fact that a new principal comes into the learning community with a fresh set of eyes and may view things differently, working with the new assistant principal to put needed systems in place will ease the entrance of the new principal. Also that person will have the opportunity to interview with the new principal to ensure a "good fit."

Ms. Berkowitz noted that a similar model is being considered for the middle school as well. From a budgetary standpoint, the combining of the two positions comes with a savings of \$30K.

Karen Calvert made a motion to advance to the Board the proposal to create an additional assistant principal position effective July 1, 2024.

Badawi Dweik seconded the motion.

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

**Roll Call**

Karen Calvert	Aye
Lesly Michelot	Absent
Sergio Martin	Aye
Matthew Yezukevich	Aye
Heidi Berkowitz	Absent
Badawi Dweik	Aye

Mr. Yezukevich anticipated that by mid-February the Board would be in a position to have determined the impact of enrollment on the FY25 budget and direct Ms. Berkowitz the authority to revise pre-enrollment numbers to determine where the school is today and set the table for the budget process for FY25. In the meantime, the conversation remains on the table.

Ms. Berkowitz gave the following update on enrollment:

- Present enrollment is 1,515 with the registration of four new students.
- The general trend of losing 10-15 students after winter break did not occur this year.
- No wait lists for Kindergarten or grade 2 and grades with wait lists have no open positions.
- State requires backfilling under February 15th, but bringing in new students presents behavioral and academic challenges and necessitates reorganization in the classroom.
- Enrollment as the driver leads to an unrealistic projection of the budget at 1,550 and possibly ending up with 1,400 mid-year; intention reduction to 1,420 the better option.
- Intentional reduction in students over the years to avoid reduction in staff.

Ms. Berkowitz stated the need for a realistic, feasible and sustainable budget in the face of an unprecedented enrollment situation.

Mr. Yezukevich acknowledged the problem of enrollment in private and public schools across the state, some of which has been documented by declining demographics. The challenge to the Board is to determine what is realistic in addressing the problem. The primary perspective needs to be what is best for the students.

Discussion ensued on the urgency of the incoming Executive Director to address the problem. Ms. Berkowitz stated that the new person comes with a strategic plan to determine what is sustainable.

Mr. Yezukevich noted that in order not to have a student learning impact in FY25, the immediate shortfall can be covered with cash reserves and of course with an eye on the compliance with the debt service ratio. Management of the overall situation in the best interests of students and staff is needed at the level that the Executive Director and provide.

Following discussion, it was agreed that the discussion will continue at the February 2d meeting on consideration of submission to the state for pre-enrollment numbers that take into account managing the reality of the present situation.

### C. Elementary Roof

This agenda item was tabled to the next meeting.

## III. Closing Items

### A. Adjourn Meeting

Karen Calvert made a motion to adjourn.

Badawi Dweik seconded the motion.

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

#### Roll Call

Sergio Martin	Aye
Karen Calvert	Aye
Heidi Berkowitz	Absent
Lesly Michelot	Absent
Matthew Yezukevich	Aye
Badawi Dweik	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

- Jan 2024 Budget to Actual.xlsx

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.