

APPROVED



## Foxborough Regional Charter School

### Minutes

#### Finance and Facilities Meeting

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

Wednesday April 17, 2024 at 8:00 AM

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##### Join Zoom Meeting

[https://foxboroughrcs-org.zoom.us/j/83690246116?](https://foxboroughrcs-org.zoom.us/j/83690246116?pwd=d0NBMEZnUjRGYjlhaEwybVQvdJJKQT09)

[pwd=d0NBMEZnUjRGYjlhaEwybVQvdJJKQT09](https://foxboroughrcs-org.zoom.us/j/83690246116?pwd=d0NBMEZnUjRGYjlhaEwybVQvdJJKQT09)

Meeting ID: 836 9024 6116

Passcode: 704423**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, Lesly Michelot, Matthew Yezukevich (remote), Sergio Martin (remote)

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

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None

### **Guests Present**

Christine Barraford, Heidi Berkowitz (remote)

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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 Wednesday Apr 17, 2024 at 8:04 AM.

### **C. Approve Minutes**

Minutes were tabled to next meeting.

## **II. FY24 & FY25 Budget Updates**

### **A. Discussion**

Mr. Michelot began the discussion on his suggestion to fund capital items as part of the FY24 budget as prioritized below:

- Tech upgrades – projects in the classroom and devices.
- Food service – new milk coolers.
- Bobcat approved in FY23 did not get delivered until early winter of FY24.
- Updates to high school gym – add project, sound system and screen.

Discussion ensued. In response to Mr. Yezukevich' question on the purchase order for the bobcat, Ms. Calvert stated that due to lack of communication from the manufacturer, the purchase order did not remain open.

In response to Mr. Martin's suggestion on purchasing items as operating expenses rather than as capital, Mr. Michelot stated that there were items that could be funded in operating expenses like the cutting down of trees and purchase of paint for the middle school project. Ms. Berkowitz added that marketing materials like banners for staff and student recruitment , fairs and conferences and updating the website could be funded from operating expenses. Posting banners across the campus could also be purchased for beautification and curb appeal. Ms. Calvert stated that she had asked Ms. Foley for her list of items.

Mr. Yezukevich was in favor of reallocating available budget balances across accounts as they saw fit. The only items that would need to be pre-approved would be those items that may be controversial and may need full Board approval. Capital expenditures could

be moved along by the end of June, but at any rate small allocations from the operating budget should be made by the end of the fiscal year. Mr. Dweik was in favor of spending the resources we have for the benefit of the students.

Ms. Berkowitz will assemble a list of items that may be funded through the operating budget. Mr. Martin stated that if there is money available that needs to be spent, it should be spent wisely.

*Mr. Yezukevich left the meeting.*

Discussion ensued on groups of items that could be purchased out of the operating budget and those that needed to remain as capital items, like the upgrades to the high school gym in the amount of \$74K. Items under \$5K/each that can be broken down to purchase this year and some next year were projectors, milk coolers, chromebooks and staff laptops and docking stations.

Discussion ensued. Mr. Michelot stated that, insofar as there is no auditorium and the cafetorium does not have capacity, the gym is the largest space used as a quasi-auditorium for graduation, professional development and other events both by teachers and students. This upgrade would not affect the present HVAC project.

Mr. Michelot also stated that purchase of new furniture for the cafetorium is needed, to replace the rental of furniture five or six times a year at a cost of over \$10K.

Mr. Dweik was concerned that other more valuable projects would be delayed, like the development of a soccer field. Mr. Michelot stated that he had received architectural quotes on doing a feasibility study on property to be utilized, i.e. the three existing houses, a playing field and a redesign of the parking lot at the elementary school or additional buildings for office space. Installing a commercial kitchen would enable the school to cook its own meals and not rely on vendor-supplied meals for school lunch. Also included would be ways to improve the traffic patterns for buses and parents and a redesign of the redesign of the pit area.

Mr. Dweik noted that these changes would have a greater impact than the projector project on the retention of present students and recruitment of new ones.

Mr. Michelot stated that the new kitchen building would require the district connecting to town sewer at an approximate cost of \$100K.

Ms. Calvert will discuss changing the capital threshold to \$8K with the auditors.

Other projects to be funded from the operating budget were the landscaping project for beautification. Mr. Michelot is obtaining quotes on the adding more windows in certain parts of the high school for security purposes.

Sergio Martin made a motion to present to the Board for approval capital items of projector and sound system in the gym, furniture and the bobcat.

Karen Calvert seconded the motion.

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

**Roll Call**

|                    |        |
|--------------------|--------|
| Sergio Martin      | Aye    |
| Badawi Dweik       | Aye    |
| Lesly Michelot     | Aye    |
| Karen Calvert      | Aye    |
| Kathleen Crawford  | Absent |
| Matthew Yezukevich | Aye    |

**III. Enter into Executive Session**

**A. Executive Session**

No executive session.

**IV. Closing Items**

**A. Adjourn Meeting**

Karen Calvert made a motion to adjourn.

Badawi Dweik seconded the motion.

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

**Roll Call**

|                    |        |
|--------------------|--------|
| Lesly Michelot     | Aye    |
| Karen Calvert      | Aye    |
| Badawi Dweik       | Aye    |
| Sergio Martin      | Aye    |
| Kathleen Crawford  | Absent |
| Matthew Yezukevich | Absent |

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:55 AM.

Respectfully Submitted,  
Christine Barraford

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**Documents used during the meeting**

*None*

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.