

APPROVED



## Foxborough Regional Charter School

### Minutes

#### Board Meeting

---

#### Date and Time

Monday June 17, 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 (remote), Matthew Yezukevich (remote), Mia Ortiz (remote), Sergio Martin (remote)

#### Trustees Absent

Todd Tetreault

#### Guests Present

Christine Barraford (remote), Karen Calvert (remote), Lesly Michelot (remote), Mallory St Brice (remote)

---

## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

Kathleen Crawford called a meeting of the board of trustees of Foxborough Regional Charter School to order on Monday Jun 17, 2024 at 6:11 PM.

### C. Privilege of the Floor

There were none.

## II. Leadership Report

### A. Leadership Report

Ms. Berkowitz is attending graduation ceremonies and this item is tabled.

### B. Personnel Update

Ms. St. Brice reported that she is working on vacancies in the building, will add to HR dashboard and will put together information for July meeting.

### C. Enrollment Update

In Ms. Berkowitz' absence, this item is tabled.

## III. Board Business

### A. Administrative/Housekeeping

There is none.

### B. Board Training

This item is tabled.

### C. Board Planning

Bylaws

Ms. St. Brice reported that she had worked with DESE in reframing and updating the bylaws and presented them for review by the Board.

Sergio Martin made a motion to accept the bylaws as amended.

Matthew Yezukevich seconded the motion.

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

#### Roll Call

Matthew Yezukevich Aye

**Roll Call**

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

**IV. Board Committee Reports**

**A. Academic Excellence**

Ms. Ortiz reported she will meet with the new Executive Director to get his thoughts on establishing a baseline understanding of advancing the various aspects of academic excellence with regard to MCAS, AP classes, etc.

**B. Appeals**

There are none.

**C. Diversity, Equity and Inclusion**

Ms. Vixamar reported that as the newest appointed committee, Diversity, Equity and Inclusion, the committee has lacked clear direction on what it is supposed to do and a clear structure of the school's support of the work of the committee. In an attempt to get an idea of the climate of the school, the committee wanted to conduct a survey among students and families, and this was deemed an overreach into operational activities. The committee needs to know the supporting groups at the school committed to working with and advancing the outreach of the committee.

Ms. St. Brice reported that the district's readiness as an organization to work with parents, students and the leadership team is not where it needs to be to engage in the work. Toward that end a consultant was hired to work with leadership to advance that goal. As an executive coach she will focus on assessment, general staff training as well as the DEI and training and strategic planning. A formal survey of students and families will be conducted in support of the DEI as well as the entire district. Ms. Vixamar stated that she has been advised by attorneys that the district needs to be prepared to manage certain cultural information that is obtained

Following discussion, it was agreed that Ms. Vixamar will meet with the new Executive Director as well as the consultant. This presents an opportunity not only to work with the leadership team but also with the DEI committee in going forward.

**D. Governance**

Ms. Crawford recognized the hard work of Ms. Berkowitz with DESE in updating the bylaws.

## E. Finance and Facilities

Mr. Yezukevich reported on the FY24 and FY25 budgets as follows:

- FY24 budget in wrap-up mode and making last minute purchases but in line with meeting debt service covenants.
- FY25 budget recommended for Board vote. Highlights include:
- Per pupil tuition less conservative than in prior years based on number of expected students and using state per pupil formula based on 1,525 students.
- New vendor for transportation resulted in 7% increase but only passing 3% increase to ridership fees to families.
- Re-establishing relationship of respect for property with Premier Courts Company for rental of gym for basketball and camps as excellent source of revenue when school not being utilized.
- Ms. Calvert working with consultants on opportunities to increase interest income.
- Personnel costs at 11% increase split between non-union at 5% and union staff, negotiations for which have not been finalized; \$1M to go into escrow account until contract finalized.
- Capital expenses do not include projects the size of the elementary roof but reflective of more ongoing capital projects operations identified to be completed in FY25, i.e. elementary flooring; additional \$200K for buildouts in elementary and middle schools; technology upgrades.
- The budget leaves the district in a good position to deal with unexpected expenses and in compliance with debt service requirements.

Matthew Yezukevich made a motion to accept the FY25 budget as presented.

Kathleen Crawford seconded the motion.

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

### Roll Call

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

Facilities update:

Elementary school roof geared up to start with expected completion before start of school year; floor replacement to be coordinated at the same time.

Middle school painting to begin.

Matt thanked Ms. Berkowitz for her above and beyond service, enthusiasm and dedication to FRCS over the last four years.

Ms. Berkowitz was unable to attend the meeting but texted that she had witnessed a successful 4th and 8th grade graduation and recognition of student high achievement and award of scholarships.

## **V. Policy Review**

### **A. First Reading**

Drug free policy:

Ms. St. Brice reviewed the good faith drug free workplace policy statement drawn up by attorneys to be signed by every employee at orientation.

A second reading will follow at the next meeting.

Ms. Crawford thanked the Board and expressed her appreciation for the “various and sundry ways you all elevated yourself to do the work in front of us.” Mr. Martin, on behalf of the Board, thanked her for her dedicated passion and standing up under the pressure to manage difficult situations over the years.

### **B. Second Reading**

## **VI. Community Groups**

### **A. FEA**

This item is tabled.

### **B. Foundation**

This item is tabled.

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

This item is tabled.

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

This item is tabled.

## **VII. Meeting Summary and Items for Next Meeting**

### **A. Board Calendar**

This item is tabled.

### **B. Items for Next Meeting**

This item is tabled.

## **VIII. Minutes of Meetings**

### A. Approval of Minutes

This item is tabled.

## IX. Executive Session

### A. Adjourn to Executive Session

There is no executive session.

## X. Closing Items

### A. Adjourn Meeting

Matthew Yezukevich made a motion to adjourn.

Mia Ortiz seconded the motion.

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

#### Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:41 PM.

Respectfully Submitted,  
Christine Barraford

---

## Documents used during the meeting

- HR Update-Open Positions 5.9.24.pdf
- May 24 Board Update Enrollment.docx
- FRCS\_By-Laws\_-\_May\_2023 (1) DESE comments (003)- MARCH 18 REVISIONS 2024.docx
- FY2025 Preliminary Budget 6 7 2024 Rolled Up.xlsx
- May 31, 2024 Budget to Actual (Comparative Summary).pdf
- May 31, 2024 Budget to Actual (Summary).pdf
- May 2024 Balance Sheet Summary.pdf
- Operations\_Department\_Update\_June 11, 2024 (1).docx
- Drug-Free Workplace Policy (Subject to Act of 1988).doc

- District Issued Cell Policy .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.