

APPROVED



## Foxborough Regional Charter School

### Minutes

#### FRCS Foundation Meeting

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

Thursday July 25, 2024 at 12:30 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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##### **Committee Members Present**

Amanda Mathias, Heidi Berkowitz, Karen Calvert, Kathleen Crawford (remote), Kevin Heayden, Rachel Goldman

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

*None*

##### **Guests Present**

Toby Romer

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

Heidi Berkowitz called a meeting of the FRCS Foundation Inc Committee of Foxborough Regional Charter School to order on Thursday Jul 25, 2024 at 12:36 PM.

## II. FRCS Foundation Inc

### A. Golf Tournament '24 Proceeds

1. Total Gross: \$55,767.81; most we have ever grossed.
2. Total Expenses: \$20,583.73; higher than in the past, prices have gone up but still reached over our profit goal.
3. Total Profit: \$35,184.08
4. New Venue: Glows and Grows
  1. New venue/vibes were a huge success to the vendors.
  2. Considering including raffle, contests, etc. in golf prices when registering to simplify golfers spending during the day of. "All Inclusive" Package to add on to sponsorships. Convenience to Golfers.
  3. Revisit sponsorships to account for high priced items, etc.
  4. New Date 2025
    1. Reached out to the Golf Pro, Steve; will follow up within two weeks; FCC books up early.
    2. Golfers are already asking for the new date!

### B. Additional funding program for FY25

1. After School Sport Clinics: We discussed needing more fundraising beyond just Golf Tournament.
2. Take something we have started and evolve it to bigger.
  1. K-12 Community Building and Volunteer Hours for high school students
  2. HS Athletic teams teach skills and drill
  3. How to create a team of people to run these? How to promote it?
  4. Connect with coaches/teams/athletic directors
  5. Parents, Students, and Teams have loved doing these in the past few year.

### C. Vote on FY25 Allocations

1. 50% Scholarships
  1. Revisit all past scholarships and create a procedure for this.
2. 35% Student Support
  1. Procedure-What does this look like for principals?

3. 15% Staff Recognition Committee
  1. Human Resources manages this piece
    1. Building Principals for Staff Morale
    2. Years of Service Ceremony
    3. Holiday Gift/O-Week/Teacher Appreciation
4. Stakeholder meetings-Create a meeting with each group
  1. Principals/Assistant Principals/Deans
  2. HR/Recognition Committee
  3. Guidance and HS Principal, T&L Director
5. Agenda
  1. Mission/Goals:
    1. Note: promote ways to be creative in “gifts” not just monetary- value them, show appreciation in meaningful ways i.e. covering a recess. a jeans coupons, shoutouts
  2. Scope of Funding
  3. Priorities

#### **D. Establish Funding Procedures**

1. Request - Create a procedure similar to a “Check Request”
2. Required Documentation - A Request Form, Receipts, etc.
3. Tracking - Set up Quick Books, Treasurer to monitor this
4. Payment - Procedure

#### **E. Procedure Budgeting/Monitoring**

1. Quickbooks-Kathleen will take this on. Heidi and Kathleen will meet to move over to QuickBooks
2. Venmo-We have one. Amanda will revisit our account. Kathleen noted to use for small donations, Amanda said you can have a receipt for donations so best for items like Raffle Ticket purchase, etc. Heidi motioned to reissue the account, Kevin seconded, all in favor.
3. Credit Card-Noted some purchases for Golf will not take a credit card and thus we have to reimburse members. Create a procedure for using this but limit the use of it; Heidi made a motion to get a credit card, Kathleen seconded, all in favor.

#### **F. Next Steps**

1. Set up meetings with all stakeholders, come up with procedures to introduce to the Stakeholders. Include budget and mission.
2. Followed Up: Rachel motioned to approve the percentages in the budget. Heidi seconded, all in favor.

### **III. Other Business**

#### **A.**

### **Approve Minutes**

Ran out of time. Moving to next meeting.

## **IV. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:30 PM.

Respectfully Submitted,  
Heidi Berkowitz

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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.