

APPROVED



## Foxborough Regional Charter School

### Minutes

#### Governance Committee Meeting

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

Tuesday February 25, 2025 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](#). Meetings start promptly on time as noted on the agenda.

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##### **Committee Members Present**

Anissia Vixamar (remote), Heidi Berkowitz (remote), Karen Calvert (remote), Sergio Martin (remote)

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

Todd Tetreault

##### **Guests Present**

Toby Romer (remote)

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## I. Opening Items

### A. Record Roll Call Attendance

### B. Call the Meeting to Order

Sergio Martin called a meeting of the Governance Committee of Foxborough Regional Charter School to order on Tuesday Feb 25, 2025 at 8:05 AM.

### C. Privilege of the Floor

## II. Policy Review

### A. 1st Reading

#### Field Trip Policy-

- Combines two old policies
- Vetted by the attorney from the template manual of the MCPSA
- The hierarchy of approval process included based on length, risk and distance of trip locations
- International trips for global exposure - preliminary approval/final approval
  - most of these trips planned and lead by third party
  - uses only vetted transportation vendors
  - separate procedures clarify building level processes about how to plan and execute with appropriate approval and safeguards
  - possibly add additional "donation" opportunity for parents to help support other families with financial need.
  - specific to international trips - fold in scholarship procedure through the foundation
- Transportation questions
  - Who is responsible for what and how do we clarify when parents are transporting their students to a field trip. Families assume responsibility for liability when they transport their child or other children. The school assumes no liability when not officially transporting students. The school assumes responsibility when the student is delivered to the school group.
  - Waiver is for a special situation when a parent transport a student to a field trip. example: if a parent needs to drop a student off late.
  - Any activities that don't follow standard procedures for the trip will be vetted carefully and waivers will be required.
  - The School has the discretion to deny requests.
  - **Follow Up: Document both that the parents assume responsibility and the school assumes no responsibility (Last section about staff and families using their own vehicles)**

### Trustee Ethics and Disclosure Policy

- F/U: paragraph 2 - edit (insert town clerk) - check to see who should sign that or if it is even applicable.
- F/U: (insert appropriate title) Executive Director

### Open Meeting Law

- F/U: Edit the emergency notification for meetings scheduled less than 48 hours
- F/U: There is currently an exception to remote/in person participation to meet a quorum. Comply with state regulations. - Clarify the state law and how the exception impacts it currently.
- Clarify emergency meeting sentence in section A

### New Board of Trustees Member Orientation Policy

- statute requires 8 hours of training

## III. Closing Items

### A. Approval of Minutes

### B. Vote to Adjourn

Sergio Martin made a motion to adjourn.

Karen Calvert seconded the motion.

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

#### Roll Call

Heidi Berkowitz Aye

Sergio Martin Aye

Karen Calvert Aye

Todd Tetreault Absent

Anissia Vixamar Aye

### C. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:58 AM.

Respectfully Submitted,  
Heidi Berkowitz

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## Documents used during the meeting

- Field Trip Policy 13025.docx
  - Title IX Policy DRAFT 11325.docx
  - Trustee Ethics and Disclosures Policy.docx
  - Open Meeting Policy.docx
  - New Board of Trustee Member Orientation Policy.docx
  - Criminal Offender Record Information Policy.docx
  - Charter Amendments and Renewal Policy.docx
  - Board of Trustee Member Conflict of Interest Policy.docx
  - Annual Budget, Budgeting System, and Planning Policy.docx
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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.