

APPROVED



Foxborough Regional Charter School

Minutes

Governance Committee Meeting

Date and Time

Tuesday May 20, 2025 at 8:00 AM

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.

Committee Members Present

Heidi Berkowitz, Karen Calvert, Sergio Martin, Toby Romer, Todd Tetreault

Committee Members Absent

None

Guests Present

Christine Barraford

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 May 20, 2025 at 8:10 AM.

C. Privilege of the Floor

No privilege of the floor.

II. Governance Committee Business

A. Governance

Discussion ensued on a framework for *Board Member Recruitment and Onboarding Planning Goal*. Mr. Martin suggested that the framework contain the recruitment process, topics for interviews, vote of the Board for a new member and the administrative steps involving notification of DESE, CORI and fingerprinting process, training and review of roles and responsibilities contained in the new member Board binder.

Discussion also ensued on suggested backgrounds of members in the legal and real estate fields and representation from a town representative.

Ms. Berkowitz will so draft the framework for review at the next meeting.

III. Policy Review

A. Discussion Items

Board of Trustees Officers and Job Descriptions Policy

Following review, it was decided to advance the policy to the Board for review of its first reading.

Policy Concerning Subcommittees of the Board of Trustees

Following review, Ms. Berkowitz will check to see if this policy could be added to an existing policy.

Accident Reporting Policy

Following review, Ms. Berkowitz will ensure that language is contained in the contract with the bus company that drivers are required to be trained in first aid under the oversight and responsibility of the bus company. The policy will then be advanced to the Board for its first reading.

First Aid Policy

Following review, Ms. Berkowitz will ensure that first aid training is available to all employees. The policy will then be advanced to the Board for its first reading.

IV. Closing Items

A. Approval of Minutes

Karen Calvert made a motion to approve the minutes from Governance Committee Meeting on 04-01-25.

Heidi Berkowitz seconded the motion.

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

Roll Call

Sergio Martin Aye

Todd Tetreault Aye

Karen Calvert Aye

Heidi Berkowitz Aye

Toby Romer Aye

B. Vote to Adjourn

Karen Calvert made a motion to adjourn.

Heidi Berkowitz seconded the motion.

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

Roll Call

Heidi Berkowitz Aye

Todd Tetreault Absent

Toby Romer Aye

Sergio Martin Aye

Karen Calvert 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 9:00 AM.

Respectfully Submitted,

Christine Barraford

Documents used during the meeting

- Board of Trustees Officers and Job Descriptions Policy.pdf
- Policy Concerning Subcommittees of the Board of Trustees .docx (1).pdf
- Accident Reporting Policy .docx (1).pdf
- First Aid Policy.docx.pdf

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.