



## Foxborough Regional Charter School

### Minutes

#### Governance Committee Meeting

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**Date and Time**

Tuesday April 1, 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**

Heidi Berkowitz, Karen Calvert, Sergio Martin (remote), Toby Romer, Todd Tetreault (remote)

**Committee Members Absent**

*None*

**Committee Members who left before the meeting adjourned**

Sergio Martin

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**Guests Present**

Christine Barraford

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## **I. Opening Items**

### **A. Record Roll Call Attendance**

### **B. Call the Meeting to Order**

Todd Tetreault called a meeting of the Governance Committee of Foxborough Regional Charter School to order on Tuesday Apr 1, 2025 at 8:02 AM.

### **C. Privilege of the Floor**

There was none.

## **II. Governance Committee Business**

### **A. Governance**

#### *Student Board Member Overview*

Ms. Berkowitz summarized the Student Board Member Overview as defining the responsibilities and roles of students on committees.

Following discussion, it was agreed that the Section 5 heading would be changed to reflect the role of the committee member to express the opinion of fellow students not his/her own as follows: Collect Input from Student Population.

#### *Board Self-Assessment*

Mr. Romer stated that the Board self-assessment collects basic information; whereas the survey taken by the Charter School Association recently collects more in-depth information, which can assist the facilitator for use in retreat planning.

Mr. Martin will distribute the self-assessment to Board members.

## **III. Policy Review**

### **A. Discussion Items**

#### *Scope of Governance Committee*

Ms. Berkowitz stated that this policy contains some wordy information that does not apply to the Governance Committee, but belongs more in the purview of the Academic Excellence Committee.

Mr. Tetreault agreed that, while some information pertained to the Academic Excellence Committee, other information could benefit from rewording to retain the Governance Committee oversight under the auspices of an accountability plan. He will share his editing suggestions with Ms. Berkowitz for redrafting.

#### *Open Meeting Law*

This policy relates to the legal language of the state Open Meeting Law, and as in all its policies related to the law, FRCS commits to uphold the law.

Insofar policies are based on the law, language is added to address issues as they arise for liability purposes.

#### *Student Records Retention*

Ms. Berkowitz reported that every student has a temporary file while enrolled at the school containing sensitive information that may not be shared with a third-party in accordance with the language of the law.

Seven years following graduation, temporary records are required to be destroyed after notification of the parent by the last known email or address. Discussion ensued on the administrative demands of this law on the operational side of the office in this purging.

Following discussion, it was agreed to remove the language "no later than" from the policy to ready "temporary record will be retained for a minimum of seven years."

#### *Privilege of the Floor*

This policy is ready for Board approval.

#### *Conflict of Interest*

This policy is ready for Board approval.

#### *Annual Report*

This is a requirement on the accountability plan to be filed by August 1st of each year.

Following discussion it was agreed that the reference to network requirements related to individual reports for multiple charter schools can be removed and does not apply to FRCS.

#### *Charter Amendment and Renewal Policy*

This policy is tabled until the next meeting.

#### *School Building Administration*

Following discussion, it was agreed that the language will be changed to reflect that the Executive Director responds for the district and the principal responds for each individual school.

#### *Financial Policies*

This item is tabled until Ms. Calvert completes her review of financial policies.

The Committee reviewed the policies that are ready for a second reading. These will be included in the Board agenda along with the policies above that are ready for Board review.

## **IV. Closing Items**

## A. Approval of Minutes

Sergio Martin left at 8:30 AM.

Todd Tetreault made a motion to approve the minutes from Governance committee meeting on 07-14-23.

Toby Romer seconded the motion.

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

### Roll Call

Karen Calvert Aye

Toby Romer Aye

Todd Tetreault Aye

Heidi Berkowitz Aye

Sergio Martin Absent

Todd Tetreault made a motion to approve the minutes from Governance Committee Meeting on 07-19-23.

Karen Calvert seconded the motion.

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

### Roll Call

Todd Tetreault Aye

Toby Romer Aye

Karen Calvert Aye

Heidi Berkowitz Aye

Sergio Martin Absent

Todd Tetreault made a motion to approve the minutes from Governance Meeting on 04-03-24.

Toby Romer seconded the motion.

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

### Roll Call

Todd Tetreault Aye

Karen Calvert Aye

Heidi Berkowitz Aye

Sergio Martin Absent

Toby Romer Aye

Todd Tetreault made a motion to approve the minutes from Governance Committee Meeting on 01-28-25.

Karen Calvert seconded the motion.

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

### Roll Call

Toby Romer Aye

Sergio Martin Absent

Heidi Berkowitz Aye

Karen Calvert Aye

Todd Tetreault Aye

Todd Tetreault made a motion to approve the minutes as amended from Governance Committee Meeting on 02-25-25.

Toby Romer seconded the motion.

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

**Roll Call**

Karen Calvert Aye

Todd Tetreault Aye

Heidi Berkowitz Aye

Toby Romer Aye

Sergio Martin Absent

Todd Tetreault made a motion to approve the minutes from Governance Committee Meeting on 03-18-25.

Heidi Berkowitz seconded the motion.

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

**Roll Call**

Todd Tetreault Aye

Sergio Martin Absent

Karen Calvert Aye

Toby Romer Aye

**B. Vote to Adjourn**

Todd Tetreault made a motion to adjourn.

Heidi Berkowitz seconded the motion.

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

**Roll Call**

Toby Romer Aye

Sergio Martin Absent

Heidi Berkowitz Aye

Todd Tetreault 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

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**Documents used during the meeting**

- Student Board Member Overview 31825.docx

- Scope Governance Committee\_.docx
  - Open Meetings Act Policy 31825.docx.pdf
  - Privilege of the Floor (1).pdf
  - Board of Trustee Member Conflict of Interest Policy.docx
  - Annual Reporting Policy.docx
  - Charter Amendments and Renewal Policy.docx
  - School Building Administration.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.