



Foxborough Regional Charter School

Enrollment Committee Meeting

Date and Time

Thursday March 31, 2022 at 8:00 AM EDT

Meeting Format

Whether in person or online, the public is welcome to attend Committee Meetings and have access to meeting minutes. Meetings are held once a quarter and additionally, as determined by the Committee Chair. All meeting Agendas are posted to the school website at least 48 hours in advance of each public meeting.

During the meeting, the Committee follows the published agenda and works through business. Audience members are not part of the formal discussion or deliberations, but may raise their hand to add brief comment or ask clarifying questions. Meetings start promptly on time as noted on the agenda.

Agenda

	Purpose	Presenter	Time
I. Opening Items			8:00 AM
A. Roll Call Attendance			
B. Call the Meeting to Order		Susanna Girard	
II. Scope of Committee			
A. Scope of the Enrollment Committee	Discuss	Susanna Girard	
• Scope of the Enrollment Committee			
• Membership of Committee			
• Consider renaming it			

Purpose Presenter Time

III. Appeals

IV. Privilege of the Floor

V. Closing Items

A. Approval of minutes: 18NOV2021	Vote	Susanna Girard
B. Approval of minutes: 21JAN2022	Vote	Susanna Girard
C. Adjourn Meeting	Vote	Susanna Girard

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.

Coversheet

Scope of the Enrollment Committee

Section: II. Scope of Committee
Item: A. Scope of the Enrollment Committee
Purpose: Discuss
Submitted by:
Related Material: DRAFT Enrollment Committee.pdf

~~ENROLLMENT~~ STUDENT LIFE COMMITTEE

General Purpose

The Student Life Committee is commissioned by accountable to the Board of Trustees. The primary responsibility is to ensure Foxborough Regional Charter School (FRCS) adheres to policies that impact the life of the student while enrolled at FRCS.

A sub-committee of this team consisting of current Board of Trustee Members will hear disciplinary appeals to ensure compliance with the policy in the executive session. Enrollment appeals will be heard by the same sub-committee in public session with the students' name de-identified.

The committee shall bring to the Board of Trustees recommendations to change the following policies when appropriate.

- Code of Conduct
- Student Handbook
- Uniform Policy
- Enrollment Policy
- Annual enrollment plan
- School Calendar
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Composition

- ☐ This committee is chaired, and vice-chair are members of the Board of Trustees. These appointments shall be made at least annually in accordance with the FRCS Bylaws..
- ☐ The clerk/secretary to the committee is elected by a vote of the committee and is responsible for open meeting law compliance.
- ☐
- ☐ Members will be added to the committee via ????
- ☐ Members of this committee shall be members of the Board of Trustees, District Administration, Faculty/Staff, parents/guardians, and/or a student. Ideally the membership will be limited to 5-10 members
 - a. 1-2 Board of Trustees
 - b. 1-2 District Administration
 - c. 1-2 Staff/Faculty Members
 - d. 1-2 Parent/Guardians

1-2 Students

Responsibilities

- Annually review the policies to ensure compliance with state regulations.
- Make suggestions to the Board of Trustees for changes in policy after review with the DESE required guidance.
- Report to the Board of Trustees at regular meetings of the Board in a manner determined by the Board.
- Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Trustees
- Sub-Committee: Appeals
 - Review and make decisions on enrollment or disciplinary appeals submitted to the committee in a timely fashion
 - Ensure appeals are handled consistently, equitably and follow precedent that has previously been established.

~~ENROLLMENT~~ STUDENT LIFE COMMITTEE

Compliance

- ☐ This committee is required to adhere to Massachusetts Open Meeting Law thus all members will complete Open Meeting law training within 30 days of their election/appointment and provide the Board of Trustees Secretary with a copy of the records of having completed the training. Training will be repeated annually.
- ☐ Proposed changes to any policy shall come to sub-committee at least twice for consideration prior to being advance to the Board of Trustees for consideration. The sub-committee will ensure the Board of Trustees has at least two meetings for them to review/policies prior to submission to DESE for final implementation.
- ☐ This committee will meet at least once a quarter.
- ☐ The committee shall call additional meetings as needed.
- ☐ Committee members may be removed from the committee by following the current process of removing Board Member from the Board of Trustees as defined in the Foxborough Regional Charter School Bylaws.

DRAFT