



Foxborough Regional Charter School

Board Committee Task Force Meeting

Date and Time

Wednesday May 18, 2022 at 6:00 PM EDT

Meeting Format

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

During the meeting, the Board 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			6:00 PM
A. Roll call Attendance		Susanna Girard	
B. Call the Meeting to Order		Susanna Girard	
II. Task Force Business			
A. Review role of the Task Force	Discuss	Susanna Girard	
B. Open Meeting Law	Discuss	Susanna Girard	

[Massachusetts Open Meeting Law Training Materials & Certificate of Receipt](#)

III. Policy for Review

	Purpose	Presenter	Time
A. 1st reading	Discuss	Susanna Girard	
<ul style="list-style-type: none">• Board Committee Eligibility & Participation• Board Committee Selection Process			

IV. Privilege of the Floor

V. Closing Items

A. Adjourn Meeting	Vote
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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.

Cover Sheet

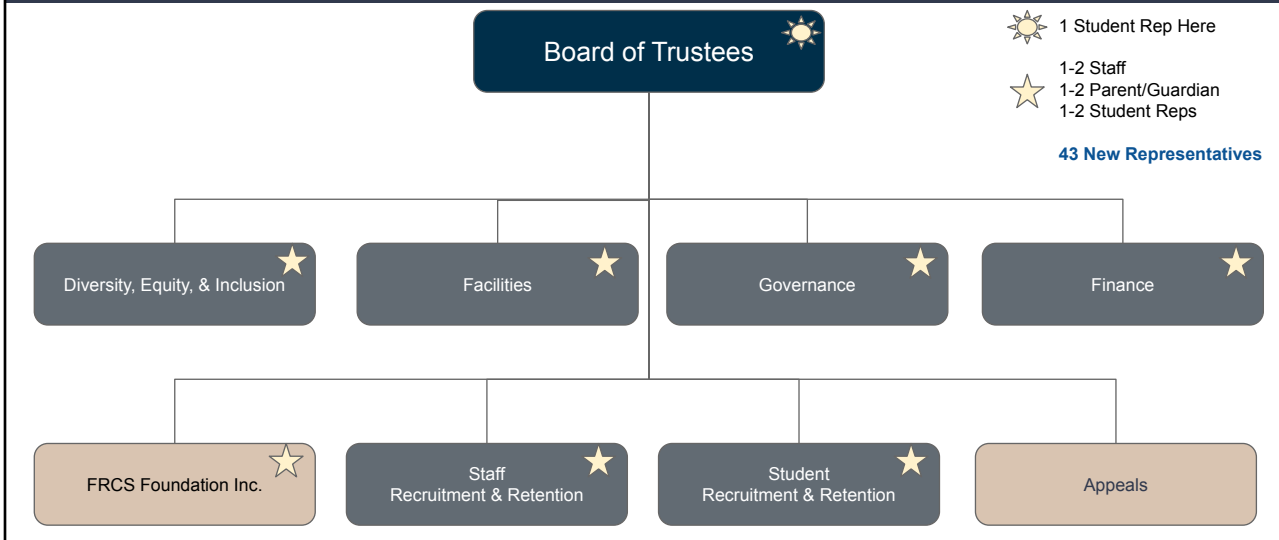
Review role of the Task Force

Section:	II. Task Force Business
Item:	A. Review role of the Task Force
Purpose:	Discuss
Submitted by:	
Related Material:	Board Task Force Mission & Scope.pdf



Board Committees

FRCS Board of Trustee Committees



Board Approved: Adding voices to the conversation

Board of Trustees*: 1 non-voting FRCS Student Representative

- Reports to board each month at the regular board meeting. These meetings are held on the second Tuesday of each month excluding August.
- Invited to attend all special public meetings*
- Acts as the voice of the student body for Board questions
- Non Voting Representative

Committees*: 1-4 District Administrators; 1-2 FRCS Staff, 1-2 FRCS Parent/Guardian & 1-2 non-voting FRCS Student Representatives

- Appeals**
- Diversity, Equity, & Inclusion
- Facilities
- FRCS Foundation Inc***
- Finance
- Governance
- Student Recruitment & Retention
- Staff Recruitment & Retention

**Due to compliance and confidentiality appeals will continue to be heard by a committee of Trustees with a non-voting clerk from the District Administration.

***The Foundation is a separate legal entity and will have a few exceptions

*only DESE approved Trustees attend Executive Sessions. This excludes District Administration, Students, Staff and Parent/Guardians from attending; without a specific invitation from the Board of Trustees.



Next Steps

Next Steps & Goals

A Task Force has been approved to

- Determine the **selection process** for FRCS staff, parent/guardians and students.
- Write an agreement of **eligibility** and **participation** for all committee members including students

Goal

- Target completion date = Before August

Expectations

Committees

- Adhere to Massachusetts Open Meeting Law
 - Posting agenda & meeting notices
 - Privilege of the floor applies
- Follow Robert's Rule of Order
- Proposed changes to policies within their scope
- Participate in activities within their scope
- Meet at least once every other month; some committees monthly
- Hold additional meetings as needed
- Committee members may be removed from the committee by following the current process of removing Trustees from the Board of Trustees as defined in the Foxborough Regional Charter School Bylaws.

Cover Sheet

1st reading

Section: III. Policy for Review
Item: A. 1st reading
Purpose: Discuss
Submitted by:
Related Material: DRAFT Committee Eligibility and Participation.pdf
DRAFT Committee Selection Process.pdf

DRAFT

Committee Eligibility & Participation

Criteria for being eligible to participate in the Board of Trustees at Foxborough Regional Charter School (FRCS) or one of its committees:

- Board of Trustees, Student Representation
- Diversity, Equity, & Inclusion
- Facilities
- Finance
- FRCS Foundation Inc.
 - The FRCS Foundation Inc is a 501c3 entity separate from the school. It has a process for adding adults to its membership. Students' eligibility and participation can be added following this process.
- Governance
- Student Recruitment & Retention
- Staff Recruitment & Retention

Eligibility

- Adult & Youth
 - Must be willing to participate from September through August each year
- Adult Participation
 - Staff must be an active employee at FRCS.
 - Parents/Guardian must have a child currently enrolled as a student at FRCS and complete a CORI check.
 - If a candidate falls under 2 categories (Staff & Parent) they will be categorized as a staff member.
 - The Chairperson of the committee shall be a member of the Board of Trustees.
 - If the Committee has two Trustees, the second trustee will act as the Vice Chair of the committee. Otherwise, any other adult member of the committee should be voted into the position by the committee at their first meeting of the year.
 - Must be willing to participate from September through August each year
- Student representation
 - is not a voting position in alignment with the state of Massachusetts; thus, it does not count towards a quorum of members.
 - shall be enrolled in grades 9, 10 or 11 at FRCS.
 - meet the requirements for participation in extracurricular activities as defined in the student handbook.

Participation

- Term of office for a committee member is one year.
- Committee Members may be removed by the other members of the same committee
 - for failure to participate or unprofessional conduct via the same rules set out by the Foxborough Regional Charter School Bylaws for the Board of Trustees.
 - without a vote if the committee member no longer meets the eligibility criteria.
- Committee Members can resign from a committee at any time via a written resignation (email is acceptable) to the committee chair or in person at a meeting.
- Committees will
 - comply with Massachusetts Open Meeting law.
 - meet in public sessions allowing for privilege of the floor.
 - meet at least every other month for a total of no less than 6 meetings per year and meet more often if needed.
 - create specific measurable committee-level goals for the year as part of the planning process.
 - review all policies annually within their scope of work and recommend changes in policy within their scope of work if appropriate. Policies must be reviewed by legal and compliance with DESE requirements. Work with other committees to communicate suggested changes if there is a shared responsibility.
 - annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Trustees.
 - send an update on the committee work to the Board of Trustees regular monthly meeting.
- Committee Members will
 - attend Massachusetts Open Meeting Law training within 30 days (about 4 and a half weeks) of their appointment and repeat training annually. They shall turn in proof of training to the Committee Clerk/Secretary. The committee clerk will ensure everyone has completed the training and send the records to the Board of Trustees for retention.
 - follow Roberts' Rules of Order during meetings.
 - not miss more than 80% of all meetings to remain in good standing as a member of the committee.
 - participate in the planning and/or execution of activities relevant to the committee's scope of work.

DRAFT

Committee Member Selection Process

The Process for participating in the Board of Trustees at Foxborough Regional Charter School (FRCS) or one of its committees:

- Board of Trustees, Student Representation
 - The student representative to the Board of Trustees should also be a member of the Student Recruitment & Retention Committee
- Diversity, Equity, & Inclusion
- Facilities
 - The Technology lead and Extended Day Lead will be the staff members on the Facilities committee
- Finance
- FRCS Foundation Inc.
 - The FRCS Foundation Inc is a 501c3 entity separate from the school. It has a process for adding adults to its membership. Students' selection can be added following this process.
- Governance
- Student Recruitment & Retention
- Staff Recruitment & Retention

Selection Process

Staff, parents/guardians, and students must first pass the edibility criteria to participate in committee work at FRCS.

- Adults & Youth
 - Will not be a member of more than one Committees
 - Family members cannot be on the same committee
- Staff and Parents/Guardians
 - A survey will be sent out in August to solicit volunteers for each committee.
 - Names will be drawn randomly in public for each committee at the September Board of Trustees meeting
- Student representation
 - shall be elected by the student body each September
 - On the Diversity, Equity, & Inclusion committee be selected from the Diversity Equity & Inclusion advisory group if the group is currently active at the school