



# Foxborough Regional Charter School

## Board Committee Task Force Meeting

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### Date and Time

Wednesday June 1, 2022 at 6:00 PM EDT

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### 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.

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:00 PM</b>
A. Roll call Attendance		Susanna Girard	
B. Call the Meeting to Order		Susanna Girard	
<b>II. Task Force Business</b>			
A. Open Meeting Law	Discuss	Susanna Girard	
		<a href="#">Massachusetts Open Meeting Law Training Materials &amp; Certificate of Receipt</a>	
<b>III. Policy for Review</b>			
A. 2nd reading	Vote	Susanna Girard	

- Board Committee Eligibility & Participation
- Board Committee Selection Process

**Purpose      Presenter      Time**

**IV. Privilege of the Floor**

**V. Closing Items**

<b>A.</b> Approval of Minutes: 06MAY2022	Vote	Susanna Girard
<b>B.</b> Approval of Minutes: 18MAY2022	Vote	Susanna Girard
<b>C.</b> 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

## 2nd reading

<b>Section:</b>	III. Policy for Review
<b>Item:</b>	A. 2nd reading
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	DRAFT Committee Selection Process (2).pdf DRAFT Committee Eligibility and Participation (2).pdf

# DRAFT

## Board Committee Member Selection Process

### Scope

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
- 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 will follow 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 Committee.
  - Family members cannot be on the same Committee.
  - Will reply to an offer to join a committee within one week of receiving it.
  - Will join Board on Track™ website with an email address to receive meeting notifications, agendas & Minutes. They will also make every effort to reply to the notification of attendance prior to the meetings to ensure there is a quorum to hold meetings.
- Adults
  - An application will be sent out prior to the start of the school year to solicit volunteers for each committee. Volunteers will be able to rank their interest in multiple committees but will only be selected for one.
  - Names will be selected by the Trustees and District Administration assigned to each Committee in September. They will also select new committee members if an opening is available mid-year.
- Student

# DRAFT

## Board Committee Member Selection Process

- representation on Board Committees
  - shall be elected by the High School student body each fall.
  - On the Diversity, Equity, & Inclusion committee be selected from the Diversity Equity & Inclusion advisory group if the group is currently active at the school
- representation at the Board of Trustees meetings
  - Students will submit a ≤ 5-minute video essay stating who they are and why they feel they should be selected. Videos must be received 4 school days prior to the September Board meeting for consideration.
  - They will be selected by the Board of Trustees

# DRAFT

## Board Committee Eligibility & Participation

### Scope

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

- Adults
  - 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.
- 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, 11 or 12 at FRCS for the school year that they are applying to be on the Committee. This allows 8<sup>th</sup> grade graduates to join for their 9<sup>th</sup> grade year during the summer.
  - Meet the requirements for participation in extracurricular activities as defined in the student handbook.

# DRAFT

## Board Committee Eligibility & Participation

### Participation

- Committee Members
  - Will serve a term of office for a committee member is for up to one year and will end in August.
  - May serve multiple years.
  - Will complete 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.
  - Will follow Roberts' Rules of Order during meetings.
  - Will not miss more than 80% of all meetings to remain in good standing as a member of the committee.
  - Will participate in the planning and/or execution of activities relevant to the committee's scope of work.
  - Will hold draft meeting minutes confidentially until released to the public through an official vote and publication via the school website.
  - Will send all requests for information (public document or media requests) to the school's Chief of Staff for processing
  - Will NOT speak to the media or on social media on behalf of the school or committee
  - May be removed by the other members of the 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.
  - 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.
  - Policy Review
    - 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.

# DRAFT

## **Board Committee Eligibility & Participation**

- ensure all policies are reviewed in committee at least twice and reviewed by the school's legal counsel prior to sending them to the Board of Trustees for approval.
- 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.