

# 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.