

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 8th grade graduates to join for their 9th grade year during the summer.
 - Meet the requirements for participation in extracurricular activities as defined in the student handbook.

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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.

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- 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.