

# DRAFT APPEALS COMMITTEE

**Reports to:** The Board of Trustees

**Term of Office:** One year

## General Purpose

The Appeals Committee is commissioned by and accountable to the Board of Trustees. The primary responsibility is to ensure Foxborough Regional Charter School (FRCS) hear and decides on enrollment appeals at FRCS.

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

- Code of Conduct (Shared with the Student Recruitment & Retention Committee)
- Student Handbook (Shared with the Student Recruitment & Retention Committee)
- Enrollment Policy

## Review/Support Operational Activities

- Review Lottery
- Review Annual recommendation for enrollment per grade level

## Responsibilities

- Hear and make decisions on enrollment appeals as presented to the committee on behalf of the Board of Trustees
- To notify the Finance Committee of any decisions made that impact on the school finances. Such decisions will be made with a clause stating that they are recommendations and are subject to the school's budget policies and procedures. Depending on the nature of the proposed budget change, related policies and procedures may include approval by the Finance Committee and/or the Board of Trustees.

## Composition

- This committee is Chaired & Vice Chair is a member of the Board of Trustees and appointments shall be made at least annually in accordance with the FRCS Bylaws.
- The clerk/secretary to the committee is any member of the committee and is responsible for open meeting law compliance.
  - a. 2-5 Board of Trustees: Voting members
  - b. 1-2 District Administration: Does not vote on appeals

## Compliance

- This committee will meet at least once every other month.
- The committee shall call additional meetings as needed.