

# 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 (BOT). The primary responsibility is to ensure Foxborough Regional Charter School (FRCS) hears and decides on enrollment appeals at FRCS.

## Recommendations for Policy Change

The committee shall bring recommendations to the Board of Trustees 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 they relate to the school district's adherence to the enrollment policy.
- 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

- A member of the Board of Trustees must act as the Chair and V-Chair of this committee.
- Appointments to the Committee shall be made at least annually in accordance with the FRCS Bylaws.
- District Administration will be appointed to the committee by the Board of Trustees annually.
- The clerk/secretary to the committee is responsible for open meeting law compliance.
- Membership:
  - a. 2-5 Board of Trustees: Voting members
  - b. 1-2 District Administration: Does not vote on appeals, however, can vote on other matters coming before the committee.

**The Committee shall...**

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- Comply with open meeting law.
- Redact identifying details for students when posting information on agenda and in minutes.
- Report out to the Board of Trustees at least one week prior to their meeting to ensure being added to their agenda.
- Meet at least three times during the school year on the 3<sup>rd</sup> Thursday of the month (October, January and March) at 8:00am and call additional meetings as needed.