

# DRAFT

## Board Committee Participation

### Scope

This document is applicable to the Board of Trustees Student Liaison and all Staff, Parent/Guardian & Student volunteers for Board sub-committees.

Trustees, Senior Leadership, Staff, Parents/Guardians & Students	
<b>Committee Structure</b>	The Board of Trustees (BOT) will appoint a member of the BOT to act as the Chair of each Committee in accordance with the FRCS bylaws.
	If a second member of the BOT is appointed to a committee by the BOT, they will act as the V-Chair of each Committee in accordance with the FRCS bylaws.
	If a second member of the BOT is not appointed to a committee, then a member of the Senior Leadership Team (SLT) or Staff Member will act as the V-Chair of each Committee. The BOT will appoint them.
	An adult non-student member of the Committee will act as the Clerk. They will be voted into the position by the committee they participate in and is responsible for Open Meeting Law Compliance.
<b>Open Meeting Law</b>	Will complete the <a href="#">Certificate of Receipt of Open Meeting Materials</a> within 30 days (about four and a half weeks) of their appointment and repeat it annually. <a href="#">Open Meeting Law Guide</a>
	Are encouraged to attend Massachusetts Open Meeting Law Training offered by the Massachusetts Attorney General's Office.
	Committee members will be invited to all Public Session Meetings of their committees in accordance with Open Meeting Law. When appropriate the Board of Trustees may hold a closed Executive Sessions in accordance with the FRCS By-laws and Massachusetts Open Meeting Law. Closed Executive Sessions are by invitation only.
	Will join Board on Track™ website with an email address to receive meeting notifications, agendas & minutes.
	May suggest agenda items to the Committee Chair, V-Chair or Clerk for consideration.
	Will follow the meeting agenda in compliance with Open Meeting Law.
<b>Meeting etiquette</b>	They will also make every effort to reply to the notification of attendance two days before the meetings to ensure there is a quorum to hold meetings.
	Will follow Roberts' Rules of Order during meetings.
	Will hold draft meeting minutes confidentially until released to the public through an official vote and publication via the school website.
<b>Requests from outside sources</b>	Will send all requests for information (public documents or media requests) to the Committee Chair for consideration and review via Open Meeting Law.
	Will NOT speak to the media or on social media on behalf of the school or committee without written permission from the committee chair.
<b>Tenure</b>	Will serve a term of office as a committee member for up to one school year that will end in June.

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	<p>Will Participate in planning and/or executing activities relevant to the committee's scope of work.</p> <p>Will participate/plan in at least 80% of all meetings/activities and remain in good standing as a committee member.</p> <p>You 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.</p> <p>May be removed by the other members of the committee:</p> <ul style="list-style-type: none"><li>• 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.</li><li>• Without a vote, if the committee member no longer meets the eligibility criteria.</li></ul>
<b>For Students</b>	<p>Shall represent the students in the district from grades k-12.</p> <p>Will have their votes recorded but are not an official voting position in alignment with the state of Massachusetts; thus, it does not count towards a quorum of members.</p> <p>Will have the participation rate calculated based on regularly scheduled meetings and not any special meetings<sup>1</sup>. If a student has an excused absence for the day, they will also be excused from any meetings without impact on a participation rate.</p> <p><b>Additional Items for the Student Liaison to the Board of Trustees</b></p> <ul style="list-style-type: none"><li>○ In the Student Liaison position is essential to hear the student's perspective on subjects that impact their school experience. It is a liaison position, not a full trustee position defined in the FRCS Bylaws.</li></ul> <p>In accordance with state labor laws, the students will be excused at 8 pm if the meeting runs longer than 8 pm.</p> <p>Will be assigned a Board Members as a mentor.</p>

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<sup>1</sup> Special Meetings: Any meeting called in addition to the planned meeting schedule for the school year.

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### Committees will

- Comply with Massachusetts Open Meeting law.
- Meet in public sessions allowing for the privilege of the floor.
- Meet at least no less than three meetings per school year, and adults will meet more often if needed.
- Consult with the Finance Committee on any change with a financial component. The Board Treasurer can veto/change an activity/change that violates a bond covenant or is not within budget.
- Policy Review
  - Ensure all policies that are under review get reviewed in committee at least twice and reviewed by the school's legal counsel before sending them to the Board of Trustees for approval.
  - Committees will allow the Board of Trustees the appropriate background on the suggested changes and allow for at least two readings at the Board of Trustees before that Board's vote.
- Send an update on the committee work to the Board of Trustees' regular monthly meeting. Monthly updates to the Board must be submitted one week before the Board's discussion and in PDF format.