

DRAFT for Board Review/Action – March 14, 2017

1st Reading – February 15, 2017 (edits since 1st reading are highlighted in yellow)

MENLO PARK CITY SCHOOL DISTRICT

Board Committee on Staff Recruitment and Retention

Committee Bylaws

Section 1. Committee Established

The Menlo Park City School District (“MPCSD”) Board of Education Trustees voted to establish a Board Committee on Staff Recruitment and Retention at the regular board meeting of TBD (March 14, 2017).

Section 2. Ralph M. Brown Public Meetings Act

As a Board Committee, the Board Committee of Staff Recruitment and Retention is subject to the Ralph M. Brown Public Meetings Act of the State of California and shall conduct its meetings in accordance with the provisions thereof

Section 3: Scope and Purpose

3.1 The Committee will research and collect information regarding strategies for recruiting, developing, and retaining the excellent-certificated and classified employees required in order to most effectively meet the needs of the District’s students, with a specific focus on hiring a diverse staff as well as “hard-to-recruit” positions, the District’s salary schedules and benefits and those of comparable districts on an annual basis This information will include annual comparison of the District’s salary and benefits with those in comparable districts.

3.22 The Committee also will facilitate public understanding of the District’s staff compensation/benefits and the relevant labor market competitive environment, and assist staff in the delivery of timely, clear and reliable reporting of this information to the Board and in public.

~~3.3 The Committee can provide input on strategic decisions regarding the District’s ability to attract, retain, develop and support a high quality staff.~~

~~3.3 The Committee can In addition to considering relevant research and input from relevant experts, the Committee shall solicit input from teachers, administrators, other certificated and classified employees, from within and outside the District regarding effective recruitment/retention/development strategies, and may establish work groups consisting of teachers, staff, experts and/or community members. Work groups may be established for such matters as considering relevant research and input from experts to assist in as deemed appropriate to collecting, developing and providing information to the Committee.~~

3.4 The Committee scope does not include bargaining, operational or programmatic/educational input, and shall not in any way replace or interfere with the District’s obligation to negotiate in good faith with exclusive representatives of certificated and classified employees as required by the Educational Employment Relations Act.

3.5. The Committee can perform other assignments as directed by the Board.

Section 4. Membership

4.1 The Committee will consist of at least five members, which shall include one **but not more than two** Board members. All members shall be appointed and ratified by the Board. On an annual basis, the Committee will select one of the non-Board members to serve as the committee chair. Staff to the committee will be appointed by the Superintendent and serve in an ex-officio capacity.

4.2 Qualifications and Process for Selection and Appointment: Candidates for the ~~the~~ Staff Recruitment and Retention Committee, whenever feasible, shall have expertise in human resources, **labor market analysis, economics, and/or compensation analysis**~~finance~~. Committee members must also be residents within the District Boundaries. Each year **at** its regular February or March meeting, the Board will review existing committee membership and appoint an ad-hoc subcommittee consisting of two Board members to advertise upcoming vacancies **to the community** beginning the next school year, review applications, **and** recommend appointments and reappointments to the Board.

4.3 Term of Office: Non-Board Committee Members shall serve **an initial term of two years and a maximum of three consecutive two-year terms of two years per term**. Terms of office will expire on July 1 at the end of two years of service. A term of office ~~will~~ that begins at a time other than the start of the school year will last for **two 2** years or the end of a school year, whichever is greater. Every effort should be made to stagger terms to allow for retention of at least half carryover members.

4.4 Ethics; Conflicts of Interest: By accepting appointment to the Committee, each member agrees to comply with Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Gov. Code 81000 et seq.), and to complete the Form 700 as required by all “designated employees” of the District.

4.5 Removal and replacement for vacancies: The Board may remove any Committee member by vote of a majority of the Board. The Board may appointment new members to open vacancies at any time at its discretion.

4.6 Compensation: The Committee members shall not be compensated for their services.

Section 5. Meetings of the Committee

The Committee will meet at least **three times quarterly** during the school year and as often as necessary to accomplish its tasks. The Committee may conduct its work via in-person meetings, conference calls or other communication methods, all of which must adhere to the Brown Act.

Section 6. Amendment of Bylaws

Any amendment to these Bylaws shall be approved by a vote of the Board.

Section 7. Termination

The Committee **shall initially meet for two years. After the initial two year period, the Board shall determine whether to reauthorize the committee and for what term. is ongoing unless disbanded by an action of the Board.**