

MENLO PARK CITY SCHOOL DISTRICT

Board Innovation and Technology Committee Committee Bylaws

Section 1. Committee Established

The Menlo Park City School District (“MPCSD”) Board of Education voted to establish a Board Technology Committee at the regular board meeting of January 14, 2014. At the March 12, 2019 meeting of the MPCSD Board of Education, the Board voted to expand the purpose of the Committee and rename it the “Board Innovation and Technology Committee.”

Section 2. Ralph M. Brown Public Meetings Act

As a Board Committee, the Board Innovation and Technology Committee 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 advise and/or recommend to the Board adoption or implementation of promising practices and/or new technologies.

3.2 The Committee shall monitor and maintain the District Technology plan on an annual basis and recommend changes.

3.3 The Committee should help the community understand the District’s innovation efforts and the role of technology in teaching and learning, as well as operational innovations and technologies in the District.

3.4 The Committee can establish work groups consisting of teachers, staff and/or community members. Work groups may be established for such matters as observing best practices; conducting work in the empathy phase of design; interviewing leaders in the innovation or technology fields; prototyping certain solutions be they technology related or not; performing Requests for Information or proposals; etc.

3.5 The Committee may disseminate relevant information related to innovation or technology to teachers, staff and the community as appropriate.

3.6 The Committee may 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 at least 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 Innovation and Technology Committee, whenever feasible, should have expertise in the technology field (hardware or software) with a context to teaching and learning. Committee members must be residents within the District boundaries. Each year at its regular December organizational 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, recommend appointments and reappointments to the Board.

4.3 Term of Office: Non-Board Committee Members shall serve a maximum of three consecutive 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 that begins at a time other than the start of the school year will last for two 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.

Members of the Committee may be asked to discuss or advise on matters where they may have a financial interest. Members must disclose such conflicts of interest immediately to the Superintendent upon identifying their existence.

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 appoint new members to open vacancies at anytime at its discretion.

4.6 Compensation: The Committee members shall not be compensated for their services. Necessary expenses associated with the Committee will be reimbursed by MPCSD.

Section 5. Meetings of the Committee

The Committee will meet at least 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 is ongoing unless disbanded by an action of the Board.