MOUNT PLEASANT ELEMENTARY SCHOOL DISTRICT
APPLICATION FOR ADVISORY COMMITTEE FOR WORKFORCE HOUSING

We are seeking individuals to serve on the Superintendent's Workforce Housing Advisory Committee (the "Superintendent's Workforce HAC").

Board Support

The Board's Strategic Plan, adopted in January 2025, affirms workforce housing as a core priority that is essential to long-term organizational and community sustainability. Recognizing the rising cost of living and housing insecurity in the area, the plan aligns policy, investment, and advocacy efforts to expand affordable housing options for District employees.

The development of workforce housing is part of a Modern Community Hub, which is identified as one of the strategic directions for the next 3 to 5 years:

> "Create a thriving, innovative, and sustainable educational environment that meets the evolving needs of students, staff, and the community through long-term facility planning, responsible fiscal management, and *investment in workforce housing to attract and retain exceptional talent*."

On February 11, 2026, the Board of Trustees voted unanimously to proceed with the MPESD Workforce Housing Project. The Board designated the vacant land behind Ida Jew Academy and a portion of the August Boeger campus as exempt surplus property and approved its sale for the development of workforce housing.

The project is intended to provide affordable housing for District employees, support teacher and staff recruitment and retention, fund campus improvements, and generate ongoing revenue to support district programs and operations. The Board's action also moves the project into a 120-day due diligence phase to continue exploring feasibility and next steps.

Establishment of the Superintendent's Workforce Housing Advisory Committee and Responsibilities

The District has established a Superintendent's Workforce Housing Advisory Committee to provide insight into workforce housing priorities, support meaningful stakeholder engagement, promote equity and inclusion, and ensure early workforce housing concepts align with its values and community considerations.

The Committee includes employees, parents/guardians, and community members.

Applicants should read the Amended and Restated Bylaws before completing this Application.

Appointment of Committee Members

All appointments will be made by the Superintendent from applications submitted to the District, and the Superintendent will bring the Committee's names forward to the Board for information. The Committee shall consist of at least seven (7) members, including:

- One (2) member shall be a classified employee.
- One (2) member shall be a certificated employee.
- Three (2) members shall be parents or guardians of a child enrolled in the District.

- Two (1) members of the community at large.

The Superintendent may also appoint one (1) alternate member to the Committee. The alternate member is expected to attend all meetings and participate. The alternate member's responsibility is to temporarily substitute, with full voting powers, for any Committee member who is absent from a meeting.

Time Commitment and Term

Committee members serve without compensation for a term of three (3) years, with meetings either once or twice a month.

Would You Be Interested in Serving?

If you wish to serve on this important committee, please review the Committee Amended and Restated Bylaws for more information about the Committee's role and responsibilities and complete the attached application. In submitting the attached application, you represent that you have read, understand, and agree to follow the Committee Amended and Restated Bylaws. Completed applications should be sent to Mount Pleasant Elementary School District by 4:30 PM on April 30, 2026.

Mount Pleasant Elementary School District 3434 Marten Ave, San Jose, CA 95148 Phone: (408) 223-3710
Email: fle@mpesd.org (Felicia Le)

MOUNT PLEASANT ELEMENTARY SCHOOL DISTRICT

APPLICATION FOR THE SUPERINTENDENT'S WORKFORCE HOUSING ADVISORY COMMITTEE

(Please Print or Type)

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

E-Mail: _____

Why do you want to serve on the Superintendent's Workforce Housing Advisory Committee?

Do you have any special area of expertise or experience that you think would be helpful to the Committee?

If you have served on another school district, city, or community committees, please list and briefly describe your role:

I would be able to represent the following constituencies in the District: *(check all that apply)*

☐ Member shall be a classified employee

Name: _____

School:_____

☐ Member shall be a certificated employee

Name: _____

School:_____

☐ Parent/Guardian of Student enrolled in the District

Name: _____

School Student Attends:_____

☐ At-Large Community Member – Resident of the Mount Pleasant School District

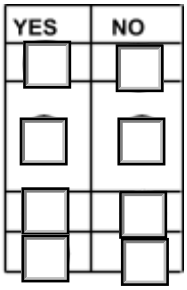
Geographic area of the District you are representing: _____

_____

Please note any additional information you feel should be considered as part of your application:

_____

_____



1. Do you have conflicts that would prevent you from attending meetings?
2. Do you know of any reason, such as a potential conflict of interest, which would adversely affect your ability to serve on the Workforce Housing Advisory Committee?
3. Are you willing to comply with the ethics code included in the Bylaws?
4. Did you read, understand, and agree to adhere to the Bylaws as written?

Signature of Applicant

All answers and statements in this document are true and complete to the best of my knowledge.

Signature_____Date_____

Completed applications must be received at
Mount Pleasant Elementary School District
3434 Marten Ave, San Jose, CA 95148
Email: fle@mpesd.org (Felicia Le)

Applications must be received by 4:30 PM on April 30, 2026.

If you have any questions, please call Mt. Pleasant Elementary School District at (408) 223-3710.

It is the policy of the Mt. Pleasant Elementary School District not to unlawfully discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, color, religion, marital status, age or mental or physical disability in the educational programs or activities which it operates.

Amended and Restated Bylaws

BYLAWS OF THE WORKFORCE HOUSING ADVISORY COMMITTEE OF THE MOUNT PLEASANT ELEMENTARY SCHOOL DISTRICT

1.0 Preamble

The Board's January 2025 Strategic Plan identifies workforce housing as a core priority for the long-term sustainability of both the District and the community it serves. Rising regional housing costs and high cost of living continue to affect employee recruitment, retention, and stability, prompting the District to align policy, investment, and advocacy efforts to expand affordable housing options for employees.

On February 11, 2026, the Board furthered this commitment by voting in favor to advance the workforce housing project, thereby reinforcing transparency and community engagement throughout the exploratory process.

A Superintendent's Workforce Housing Advisory Committee will be convened, composed of employees, parents/guardians, and community members, to inform this project.

2.0 Committee Purpose and Duties

2.1 Purpose

To provide community-informed guidance during the exploratory phase of a potential workforce housing initiative, ensuring the project reflects employee needs, community priorities, and long-term sustainability.

2.2 Duties

Committee members shall be expected to attend its regularly scheduled meetings, diligently review all pertinent information provided to the Committee, and abide by all rules of conduct established in these Bylaws. In furtherance of its purpose, the Committee will, at its discretion, engage in the following activities:

A. Provide insight into workforce housing needs by sharing employee and community perspectives, identifying priority populations, and highlighting key challenges affecting housing access and stability.

B. Provide feedback on preliminary concepts and feasibility considerations, offering practical insights into design priorities, potential trade-offs, and overall alignment with organizational values and long-term sustainability.

C. Promote equity and inclusion by advising on fair access and thoughtful eligibility criteria.

D. Develop and recommend guiding principles and strategic recommendations to inform the Board's decision on whether and how to advance the project.

3.0 Committee Composition

A. The Superintendent shall have sole discretion to select and appoint Committee members.

B. The Committee shall consist of at least seven (7) members.

C. The Board may also appoint one (1) alternate member to the Committee. The alternate member is expected to attend all meetings and participate. The alternate member's responsibility is to temporarily substitute, with full voting powers, for any Committee member who is absent from a meeting.

3.1 Eligibility

The Committee shall be comprised of individuals who are at least 18 years of age and live within the boundaries of the District.

3.2 Selection

Members of the Committee shall be appointed by the Superintendent through the following process:

A. Appropriate community groups will be solicited for applicants by the District. Committee members may also solicit and refer applicants.

B. Candidates shall submit written applications.

C. The Superintendent will seek to appoint members who are representative of the District and are active in the community. The Superintendent will strive to appoint members who represent different schools/attendance areas, as well as to appoint a combination of employees, parents, and community members.

D. The Superintendent may establish criteria for selecting members and will review any applications. Such criteria may include whether
the applicant:
    1. Is a certificated employee of the District.
    2. Is a classified employee of the District.
    3. Is a parent or guardian of a child enrolled in the District.
    4. Is a resident who lives within the District's geographic boundaries

3.3 Term of Service

A. Committee members serve without compensation for a term of three (3) years, commencing on July 1, 2026.

B. The terms of the Committee members shall be staggered.

C. No member may serve more than one (3-year) term, except that a member may be reappointed after a lapse of one (1) year from the date of the member's termination.

3.4 Replacing a Committee Member

A. If a Committee position becomes vacant, the Superintendent will seek to fill the position as soon as possible.
B. The Superintendent may request the removal of a Committee member by placing it on the agenda for the next meeting and may, at that meeting, introduce a motion to remove a said member from the Committee for excessive absence or for any other egregious violation(s) of the Committee's Code of Conduct, attached to these Bylaws as Attachment A. Specific cause must be cited for removal.

4.0 Committee Officer

The Officer of the Committee shall be the Superintendent, who will serve as the Chair.

4.1 Duties of the Chair

A. The Chair shall call Committee meetings (ref: Sections 5.0 and 5.1, below).
B. The Chair shall establish the agenda for each Committee meeting in coordination with the District or its representative.
C. The Chair shall preside over each Committee meeting, following the adopted Rules of Procedure (ref: Section 5.5, below).
D. The Chair, or his/her Committee-approved designee, shall serve as spokesperson for the Committee in all representations of the Committee to the public and the Board (ref: Sections 6.0.A and B, below).

4.2 Duties of the District-Designated Secretary

Subject to review by the Chair before publishing, the District-designated Secretary shall provide oversight in preparation, recording, and distribution by District-provided support of the following documents:

A. Prepare Committee meeting agendas, in conjunction with the Chair;
B. Compile reports, materials, and meeting packets as required by or addressed to the Committee; Prepare the minutes of Committee meetings for approval by the Committee.
C. Compile all written material submitted by the public during Committee meetings;
D. Compile and disseminate to the Committee all official correspondence addressed to the Committee;
E. Keep copies of all reports adopted or prepared by the Committee.

5.0 Meetings

Superintendent Committee meetings are not subject to the Brown Act. Depending on the topic, meetings will take place in person or virtually.

The Committee shall meet at least once, and preferably twice, a month. Committee members shall be available to attend Board meetings when workforce housing reports are presented.

5.1 Calling Meetings

Committee meetings may be scheduled on dates selected by the Committee, unless changed by Committee action. In addition, the Chair or a designee may call special meetings.

5.2 Agendas

A. Agendas for Committee meetings will be prepared by the District liaison in coordination with the Chair.
B. Any member of the Committee may submit a request for placing an item on a future agenda.
C. Meetings will begin with the approval of minutes from the prior meeting.

5.3 Quorum

The HFA Committee is not subject to the Brown Act; establishing a quorum is not required.

5.4 Committee Voting

Unless otherwise specified, an action item on the agenda may be approved by a simple majority of Committee members in attendance.

5.5 Minutes

Minutes of Committee proceedings and all documents received, and reports issued will be posted on the district's website.

5.6 Attendance

Regular attendance at Committee meetings is a fundamental obligation of every member of the Committee. Absences are disruptive to Committee activity and representation.
Failure to attend two (2) consecutive meetings without an acceptable reason announced in advance shall constitute due cause for member removal (ref: Section 3.4.C, above). Members anticipating an absence should call or email the Committee Chair no later than twenty-four (24) hours before the scheduled meeting.

6.0 Committee Reports

A. The Committee shall prepare regular reports on its activities.

B. All reports, written and/or oral, that represent the Committee's position must proceed from Committee review, be duly approved as to substance by an affirmative vote of not less than two-thirds (2/3) of the members of the Committee, and be faithfully articulated to the public only by the Committee Chair or an approved designee.

C. Any member of the Committee may speak as an individual on workforce housing issues, but must clearly state for the record and insist that it be made known that such statements are their own personal views which do not necessarily represent those of the Committee or the District.

7.0 Amendment

The Committee may make recommendations to the Superintendent regarding any amendment of these Bylaws.

Attachment A

Superintendent's Workforce Housing Advisory Committee

Code of Conduct

The following is expected of every member of the Superintendent's Workforce Housing Community Oversight Committee ("Committee"):

1. Regularly attend all Committee meetings. Call or email in advance if you cannot attend.

2. Be prepared. Always read your meeting packets in advance of meetings.

3. Stay focused on the purposes of the Committee.

4. Be courteous and respectful during all Committee meetings.

5. Faithfully observe the District policies, all applicable laws, and this Code of Conduct.

6. Always direct questions of District staff through the Committee Chair or their designees.

7. Do not speak for the Committee unless specifically assigned or approved to do so pursuant to the Committee's Bylaws.

8. If invited to speak to the public as a member of the Committee make clear to the requester that the member does not represent the Committee as a whole unless approved to do so pursuant to the Committee's Bylaws. The requester should be informed of the Committee's Purpose and Duties (per our Bylaws). A report of the substance of any such meeting must be provided to the Committee at its next meeting.