**Reports to:** The Board of Trustees

**Term of Office:**

* Board of Trustees and 12-month employees September to August.
* Staff, Adults/Guardians & Students for one school year from September to June.

**Meeting Frequency**

* This committee will meet at least every other month.
* The committee shall call additional meetings as needed.

**Purpose**

The Staff Recruitment & Retention Committee (the “Committee”) is commissioned by and accountable to the Board of Trustees.  The primary responsibility is to ensure Foxborough Regional Charter School (FRCS) implements and adheres to policies and procedures which enable it to recruit and retain existing staff.

**Responsibilities**

* Ensure that FRCS has appropriate and measurable goals in place for staff recruitment and retention, and that appropriate quantitative and/or qualitative metrics are established for those goals and reviewed by the Committee.
* Ensure that FRCS establishes a reasonable, recurring method of assessing staff engagement/satisfaction/attrition risk, e.g. exit interviews, pulse checks, surveys, structured listening sessions. The output of these assessments will be regularly reviewed by the Committee. All such data shared with the committee will be anonymized and/or summarized to protect privacy.
* Ensure that FRCS designs and executes appropriate actions to address (a) gaps between recruitment/retention metrics and goals and (b) risks identified through staff assessments.
* Annually review the policies to ensure compliance with state regulations.
* Make suggestions to the Board of Trustees for changes in policy after review with the DESE required guidance.
* Report to the Board of Trustees at regular meetings of the Board.
* Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Trustees
* To consult the Finance Committee of any decisions made that impact 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

**Recommendations for Policy Review:**

The committee will annually review and shall bring to the Board of Trustees recommendations to change the following policies when appropriate.

* Employee Handbook (shared with Governance Committee)
* Harassment Policy (Shared with Staff Recruitment & Retentions Committee)
* Social Media Policy – Staff
* Mandatory Criminal Record (CORI) Checks (shared with Governance Committee)
* Bullying Prevention and Intervention Policy (Shared with Student Recruitment & Retentions Committee)
* Curriculum Development, Implementation, and Evaluation
* Faculty and Staff Evaluation Policy
* Technology Use (Shared with Student Recruitment & Retentions and facilities committees)
* Students who Cheat (Shared with Student Recruitment & Retentions Committee)
* Student Withdrawal from School - Dropouts (Shared with Student Recruitment & Retentions Committee)
* Smoking and Tobacco Use Policy (Shared with Student Recruitment & Retentions Committee)
* Student Handbook/Code of Conduct (Shared with Student Recruitment & Retentions Committee)

 **Composition**:

* A member of the Board of Trustees will act as the Chair and V-Chair of this committee. If only one member of the Board of Trustees is on the Committee, then the V-Chair will be a member of the District Administration.
* Board of Trustee and District Administration appointments to the Committee shall be made at least annually in accordance with the FRCS Bylaws.
* The clerk/secretary to the committee is any adult member of the committee and is responsible for open meeting law compliance.
* Up to two additional members from the following stakeholders:
	+ Staff Members
	+ Parent/Guardians
	+ Students