**BOARD OF EDUCATION**
**COMMITTEE ON HUMAN RESOURCES**
**CHARTER**

## I. PURPOSE

The Committee on Human Resources ("Committee") shall be responsible for assisting the Board in fulfilling its policy-making, support and oversight responsibilities relating to:

A. Labor relations;

B. Personnel;

C. Compensation;

D. Staff development;

E. Other human resources matters.

The Committee will make recommendations to the Board and perform tasks delegated by the Board.

## II. COMMITTEE MEMBERSHIP

A. The members of the Committee and its Chair and Vice-Chair shall be appointed by the Board at a regularly scheduled meeting, and shall serve one year terms or until their successors are appointed or their earlier resignation or removal.

B. In the event of a vacancy, the Board shall appoint a replacement as the Board shall determine is appropriate.

C. The quorum requirement for the Committee shall be determined by the Board;

D. In the absence of the Committee Chair, the Vice-Chair shall chair the meeting; and in the absence of both the Chair and the Vice-Chair, provided that a quorum is present, the remaining members present shall elect one of their number to chair the meeting.

E. The Committee shall promptly inform the Board of the actions taken or issues discussed at its meetings.

## III. MEETINGS

A. The Committee shall meet at least six times per year, with prior notice and publication of the agenda as provided by law.

B. The Chairman of the Committee may call a special meeting of the Committee upon due notice to all Committee members and to the Chair of the Board, and with prior notice and publication of the agenda as provided by law.

C. A majority of the members present shall decide any question brought before the Committee.

## IV. AUTHORITY

The Committee shall have the authority, at the expense of the Department so long as the expense is approved by the Board, to retain such independent consultants, lawyers or other advisors as it shall deem appropriate.

## V. RESPONSIBILITIES

The Committee will:

A. Recommend the appointment of the Superintendent and the terms of the Superintendent's contract, if any, to the Board for approval;

B. Recommend the appointment of the State Librarian and the terms of the State Librarian's contract, if any, to the Board for approval;

C. Review with the Superintendent his/her appointments of the Deputy Superintendent, Assistant Superintendents, and Complex Area Superintendents, and make recommendations in accordance with Board policy.

D. Conduct the performance evaluation of the Superintendent, and recommend the Superintendent's annual compensation to the Board for approval;

E. Conduct the performance evaluation of the State Librarian, and recommend the State Librarian's annual compensation to the Board for approval

F. Periodically, and as circumstances warrant, review the Department of Education ("Department") recruitment, staff development, and performance evaluation programs;

G. Periodically, and as circumstances warrant, review Department staffing models, job descriptions, staff classifications, and career development and advancement programs;

H. Periodically, and as circumstances warrant, review Department technical support at all levels of human resources activities;

I. Periodically, and as circumstances warrant, review Board Policies and Administrative Rules relevant to human resources and recommend changes as appropriate;

J. Periodically, and as circumstances warrant, review Hawaii Public Library System human resources policies and practices;

K. Monitor collective bargaining negotiations and contract administration affecting Department employees.

L. Evaluate the adequacy of this Charter annually and recommend any proposed changes to the Board for approval.

M. Evaluate its performance as a Committee annually and report its conclusions to the Board.