

**Board of Education  
Committee on Student Achievement Charter**

**I. PURPOSE**

The Committee on Student Achievement ("Committee") shall be responsible for assisting the Board in fulfilling its policy-making, support and oversight responsibilities relating to the educational program of the Department of Education ("Department") and student achievement.

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 of the Committees shall be approved 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. A majority of members shall constitute a quorum.

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 Chair 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. RESPONSIBILITIES**

The Committee will:

A. Review and recommend to the Board approval of the Department's Strategic Plan.

B. Review and recommend to the Board approval of the Hawaii Public Library System's Strategic Plan.

C. Periodically review key student achievement performance indicators as specified in the Department's Strategic Plan.

- D. Periodically review key student achievement performance indicators as specified in the Hawaii Public Library System's Strategic Plan.
- E. Periodically review Board Policies and Administrative Rules relevant to student achievement and recommend changes as appropriate.
- F. Periodically review research to enhance the Committee members' understanding of best practices in public education.
- G. Annually evaluate the adequacy of this Charter and recommend any proposed changes to the Board for approval.
- H. Evaluate its performance as a Committee and report its conclusions to the Board not less than once per year.