

**BOARD OF EDUCATION  
FINANCE AND INFRASTRUCTURE COMMITTEE CHARTER**

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**I. PURPOSE**

The Finance and Infrastructure Committee (“Committee”) is responsible for assisting the Board of Education (“Board”) in fulfilling its policy-making, support, and oversight responsibilities relating to:

- A. Financial operations and the financial condition of the Department of Education (“Department”);
- B. Facilities and physical infrastructure; and
- C. Other Department support services, including food service, student transportation, and safety, security, and emergency preparedness.

The Committee shall conduct reviews, receive reports, provide direction to the Department, and make recommendations to the Board concerning matters within its scope of responsibility.

**II. COMMITTEE MEMBERSHIP**

- A. The Committee will comprise of three or more members as determined by the Board.
- B. The members of the Committee and its Chairperson and Vice-Chairperson 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.
- C. In the event of a vacancy, the Board shall appoint a replacement as the Board shall determine is appropriate.
- D. The quorum requirement for the FIC shall be determined by the Board.
- E. In the absence of the Chairperson, the Vice-Chairperson shall preside over the meeting; and in the absences 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 preside over the meeting.
- F. The FIC shall promptly inform the Board of the actions taken or issues discussed at its meetings.
- G. Committee members shall possess or obtain basic ability in financial matters, including familiarity with financial management, accounting, budgeting, forecasting and reporting.

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**III. MEETINGS**

- A. The Committee will meet at least six times annually, with prior notice and publication of the agenda as provided by law.
- B. The Chairperson of the Committee may call a special meeting of the committee upon due notice to all committee members and to the Chairperson of the Board, and with prior notice and publication of the agenda as provided by law.
- C. The Committee agenda shall be promulgated by the Committee Chairperson, with input from the Superintendent, relevant Assistant Superintendent or Director, and Board Members.
- D. A majority of the members present shall decide any question brought before the Committee.

**IV. AUTHORITY**

- A. The Committee has the authority to conduct investigations into any matters within its scope of responsibility and obtain advice and assistance from the Hawaii State Department of the Attorney General, accountants, or other advisors, as necessary to perform its responsibilities.
- B. In carrying out its responsibilities, the Committee also has the authority to meet with and seek any information it requires from the Department and its employees, Board Members, or external parties.
- C. The Committee further has the authority to approve and adopt the reports, reviews, and other documents submitted to it as the Committee deems necessary and appropriate. The Committee will provide its recommendation to the Board regarding approval and adoption of the reports, reviews, and other documents.

**V. RESPONSIBILITIES**

To fulfill its responsibilities, the Committee will endeavor to engage in the following activities:

- A. Review and recommend modifications to system resource allocation strategies as needed to achieve the Board and Department's Joint Strategic Plan ("Strategic Plan") goals and objectives.
- B. Determine the adequacy, condition, and use of existing facilities and technology infrastructure.
- C. Review and recommend a long range physical planning and technology infrastructure policy or master plan.

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- D. Review projections of future facility and technology infrastructure needs and requirements including capital programs and deferred maintenance.
- E. Review the annual operating budget for adequate and appropriate funding levels for plant operations, maintenance of the physical facilities at an acceptable condition with an understood degree of deferred maintenance and technology infrastructure.
- F. Review and recommend new, or changes to existing, financial policies and procedures to ensure compliance with state law and regulation and promote greater efficiency and effectiveness.
- G. Review and recommend new, or changes to existing, financial policies and procedures to ensure that the appropriate Strategic Plan goals are supported.
- H. Review and recommend the Biennial and Supplemental Operating and Capital Budgets to the Board.
- I. Review and recommend the annual Department spending plans and allocation of state appropriations to the Board.
- J. Monitor financial performance of the Department, as a whole, and its component parts against budget, economic and industry trends and benchmarks.
- K. Review and recommend to the Board the operating and capital plans that support the successful implementation of the goals and objectives of the Strategic Plan.
- L. Annually review and report to the Board the progress of the implementation of the Department's operating and capital plans.
- M. Review and recommend to the Board approval of meal price increases that exceed the minimum required by statute.
- N. Review and recommend to the Board approval of school bus fare increases.
- O. Annually, or as necessary, evaluate the adequacy of this Charter and recommend any proposed changes to the Board for approval.