

CHARTER of the HUMAN RESOURCES ADVISORY COMMITTEE (HRAC)

This charter constitutes a statement of the Human Resources Advisory Committee's structure and responsibilities. The HRAC is a Citizens Advisory Committee created pursuant to Policy 9140 – "Citizens Advisory Committees." This charter provides guidance for the HRAC's advisory relationship to the Board of Education (Board).

PURPOSE

The HRAC will advise the Board on such matters regarding diversity and inclusion as the Board, from time to time, shall seek advice from the HRAC.

ORGANIZATION

The HRAC shall be comprised of a diverse representation of parents of students in the Montgomery Township School District and residents of Montgomery and Rocky Hill Townships. The chairman of the Board's Human Resources Committee (HRC) and the Director of Human Resources or designee(s) shall be designated the District representatives to the HRAC. The Superintendent shall serve as ex-officio member of the HRAC. From time to time, and as necessitated by the written charge to the HRAC, additional District personnel shall attend HRAC meetings, as directed by the Superintendent.

Annually, the Human Resources Director will present to the Superintendent the names of proposed parent and resident members, together with any relevant background information to enable the Superintendent and the HRC to confirm the annual appointment of members to the HRAC, which shall occur no later than August 31. The Superintendent and the HRC may also recommend additional persons to serve on the HRAC. Parent and resident membership of the HRAC shall not exceed 20 persons. HRC shall select a chairperson. District students will be invited to participate in the HRAC on an ad hoc basis.

RESPONSIBILITIES

Specific topics for study shall be assigned by the Board in writing to the HRAC and may include, but not be limited to, the following:

1. Curricula and instructional materials that support closing the achievement gap between certain groups of students;
2. Increasing diversity in the District's personnel and ensuring their sensitivity to issues related to diversity and inclusion;
3. District policies that affect the emotional and physical safety of students and staff;
4. Outreach communication and education programming for community residents and parents; or
5. Recruiting and developing parent and student leaders from historically underrepresented groups.

RELATIONSHIP TO THE BOARD

The HRAC, as a Citizens Advisory Committee, shall have a specific topic or topics of study or well-defined area(s) of activity assigned to it by the Board. The HRAC shall report to the Board (or a committee of the Board) on the results of its assigned study as specified in the written charge to the HRAC. The report shall be in writing and should include minutes and a record of meetings. The HRAC understands that all of its recommendations will be considered by the Board but not necessarily followed. Upon completion of its assignment, the HRAC shall either be given a new assignment or shall be dissolved promptly. The HRAC shall not be allowed to continue for a prolonged period without a definite assignment and periodic reports to the Board.

MEETINGS

The HRAC shall meet 4 times per school year unless fewer meetings are necessary to complete the written charge from the Board.