

## **The Human Resource Committee [HRC]**

### **Committees Preamble:**

The Board of Education may choose to use standing and ad hoc committees to provide oversight of the district's strategic plan and deployment, investigate, report, and recommend to the whole Board. Such committees may not act independently from the Board or make commitments which bind the Board without specific prior authorization. The Board shall determine at its annual organization meeting, or as soon thereafter as is practical, which standing committees it will constitute for the following year.

The Board President and Superintendent shall be ex officio members of all committees.

**The Human Resource Committee - [HRC]** is a standing committee of the Board of Education. The HRC is responsible for the oversight in the development and deployment and to investigate, report, and recommend to the whole Board matters related to Human Resource Strategy of the District in meeting the requirement of the District's Strategic Plan.

The elements of the Committee's responsibility include but are not limited to:

1. Annual review and renewal of the HRC Charter. To meet minimally monthly [12 times per year] and to hold at least two additional strategic [two times per year] HRC committee meetings annually. The first school year meeting [September] will be the annual school year calendaring meeting of reporting to the BOE.
2. District Human Resource strategy; policies; objectives for hiring, developing and retaining employees - career, succession, and compensation planning; State and District evaluation process and requirements; and Collective Bargaining Agreements
3. Participation in the interviewing process for cabinet level positions, directors, supervisors, principals, and vice principals. The role of the BOE will be developed in collaboration with the Superintendent and HRC on position by position basis. The Role of HRC is primarily advisory to the Superintendent which will include but not be limited to input and review of job description and compensation, oversight of interview process, review of interview notes and recommendations, as agreed group and one on one interviews, and review - in an advisory capacity - of the Superintendent's recommendation prior to full BOE and HRC recommendation to the full board.
4. Draft personnel agendas, annual personnel appointments and non-renewals of tenured and second and third year renewals and non-renewals
5. Relevant policies and mandatory regulations for Board approval
6. District-wide organizational charts and job descriptions for Board approval and ensure posting to BOE Google Drive.
7. Ensure, in coordination with the CCP, timely administration of Superintendent's goal-setting and accomplishments, and annual evaluation as related to NJSBA [agreed to] and Strategic Planning Goals; review the alignment of goals of the Superintendent's Cabinet, Principals, Vice Principals, Supervisors, and Directors to the Superintendent's goals through the process of Superintendent goal review. [Common assessment]

8. Review the Superintendent's goal-setting and accomplishments and oversee the annual goal setting and evaluation process for cabinet level positions, directors, supervisors, principals, and vice principals.
9. Programmatically [number of times annually] and calendar new and open position report [12], evaluation trends [2] [highly effective, effective, partially effective and not-effective], tenure [1], sick bank and expense [2], absenteeism short and long term substitute trends and expense [2], and all matters of state and federal compliance, including of the relevant economics.
10. Review and recommend to the Board related budgeting, financial planning, investments, and expenditures pertaining to Human Resources.