

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

## **GOVERNANCE**

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.

## **PHILOSOPHY**

The Human Resource Committee (HRC) provides oversight to ensure policies, regulations and communication efforts support the goals and needs of the Board of Education and School District, as well as ensure that they are in conformance with law and the general practices of school districts in the State of New Jersey. The Committee will consider all district stakeholders, internal (teachers, students, staff and School Board) and external (parents, residents, businesses, civic groups, state/local government, faith-based organizations, and other members of the MTSD community) in their decision making.

## **RESPONSIBILITIES**

**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] annually. The first school year meeting [September] the committee will present to the Board the school year calendaring and committee goals. 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.
2. 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.

3. Draft personnel agendas, annual personnel appointments and non-renewals of tenured and second and third year renewals and non-renewals
4. Relevant policies and mandatory regulations for Board approval
5. District-wide organizational charts and job descriptions for Board approval and ensure posting to BOE Google Drive.
6. 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]
7. 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.
8. 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.
9. Review and recommend to the Board related budgeting, financial planning, investments, and expenditures pertaining to Human Resources.