

Oxford School Committee Sub-committees

School Committee Approved on June 26, 2017

Expectations of Sub-committee Chair

- Schedules meetings (5-8 meetings per sub-committee) during the course of the school year, primarily between October and June.
- Works with Executive Assistant to post agenda for all meetings in accordance with Open Meeting Law.
- Ensures minutes are recorded for all sub-committee meetings. Minutes should be forwarded to the Executive Assistant for distribution to the full School Committee.
- Reports at each School Committee meeting on the sub-committee's work and ensures the full School Committee is aware of the next scheduled sub-committee meeting.

Standing Sub-committees

Policy

Bill Spitz & Palmina Griffin

- Reviews, proposes, and considers matters pertaining to policies and procedures.
- Policies are reviewed on a rotating basis, unless School Committee requests an expedited review.
- Recommended Membership: Two (2) members of the School Committee, two (2) staff members, and three (3) members of the community.

Finance

Cassandra Day & September Forbes

- Works collaboratively to communicate needs and secure funding to operate the schools.
- Members work with Business Manager, Town Manager, Finance Committee, and Board of Selectmen.
- Members assist with developing budget-related communications and the annual budget presentation.
- Recommended Membership: Two (2) members of the School Committee, two (2) staff members, three (3) members of the community, one (1) member of the Finance Committee, or a designee, and one (1) member of the Board of Selectmen, or a designee.

Personnel and Negotiations

Cassandra Day & September Forbes

- Members represent the full School Committee in collective bargaining with all unionized employees.
- Establishes calendar for, and facilitates the process of annual evaluation of District's Superintendent.
- Reviews job descriptions and salary ranges.
- Recommended Membership: Two (2) members of the School Committee.

School Buildings and Safety

Dan Coonan & Bill Spitz

- Inspects physical buildings annually and reports to the School Committee any recommendations, and any capital recommendations to the Finance Sub-committee.
- Works with Superintendent and Principals to ensure student and staff safety measures are appropriate.
- Recommended Membership: Two (2) members of the School Committee.

District Accountability & Curriculum

Dan Coonan & Palmina Griffin

- Reviews proposed substantive changes to curriculum and adoption of related instructional materials.
- Reviews District Accountability Data and makes recommendations to the full School Committee.
- Recommended Membership: Two (2) members of the School Committee, two (2) staff members, and three (3) members of the community.

(School Committee policy indicates that the School Committee Chair and the Superintendent are ex-officio members of all sub-committees.)