

# Oxford School Committee 2019-2020 Subcommittees

School Committee Voted: June 24, 2019

## Expectations of Subcommittee Chair

- Schedules meetings (5-8 meetings per subcommittee) 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 subcommittee meetings. Minutes should be forwarded to the Executive Assistant for distribution to the full School Committee.
- Reports at each School Committee meeting on the subcommittee's work and ensures the full School Committee is aware of the next scheduled subcommittee meeting.

## Standing Subcommittees

### **Policy (Membership: 7)**

**Palmina Griffin & David Cornacchioli**

- 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.***

### **Personnel and Negotiations (Membership: 5)**

**David Cornacchioli & 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, the School Business Administrator, the Human Resources Specialist, and the Town Manager, or a designee.***

### **School Buildings and Safety (Membership: 5)**

**September Forbes & Daniel Coonan**

- Inspects physical buildings annually and reports to the School Committee any recommendations, and any capital needs to the Finance Committee.
- Works with Superintendent, Building Principals, and Building Custodians to ensure student and staff safety measures are appropriate.
- ***Recommended Membership: Two (2) members of the School Committee, the School Business Administrator, the Town Facilities Maintenance Director, and School Resource Officer.***

### **District Accountability & Curriculum (Membership: 7)**

**Palmina Griffin & Daniel Coonan**

- 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 Chair and Superintendent are Ex-officio members of all Subcommittees.)***