

# Oxford School Committee 2020-2021 Subcommittees

*School Committee Voted: August 5, 2020*

## 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 Payroll/Personnel Coordinator, and the Town Manager, or a designee.***

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

**September Forbes & Corey Burke**

- 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 & Corey Burke**

- 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.***

### **Diversity, Equity, and Anti-Racism (Membership: 15)**

**Daniel Coonan & Palmina Griffin**

- Ensures the District creates a welcoming community for ALL students and our school culture is anti-racist.
- Supports recruiting and retaining a diverse and culturally responsive teaching workforce and provides annual professional development on diversity, equity, and inclusion.
- Examines School Committee policies for institutional and systemic racialized practices and implements change with sustainable policies that are evidence based.
- Reviews curriculum to ensure it includes the history of racial oppression, works by black authors, and works from diverse perspectives.
- ***Recommended Membership: Two (2) members of the School Committee, Town Manager (or designee), one (1) representative from the Board of Selectmen, School Resource Officer (or PD designee), at least two (2) parents, three (3) community members, one (1) student, two (2) staff members, one (1) administrator.***

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