



## **HINGHAM PUBLIC SCHOOLS**

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### **School Committee Subcommittee Functions - *approved 10/18/2021***

#### **Curriculum Subcommittee**

As the governing body of the Hingham Public Schools, the School Committee is responsible for overseeing the district curriculum. However, Massachusetts law is clear that the role of the Committee is to act through the use of budget and policy, and that most curriculum decisions are mainly guided by district educational professionals. The Curriculum Subcommittee was formed to assist the full School Committee in this work and will:

1. Consider and discuss curriculum related issues and make specific curriculum related policy and budget recommendations to the full Committee
2. Hear department program reviews and report to the full Committee
3. Hear the secondary program of studies review and the elementary curriculum summaries and report to the full Committee
4. Review and advocate for proposed new additions to the curriculum
5. Review reports of curriculum related complaints and report back to the full Committee

#### **Finance / Capital & Facilities Subcommittee**

The Subcommittee shall:

##### ***Operating budget***

- Establish budget tracking and reporting standards as are appropriate to the needs of the committee
- Monitor expenditures and income and report significant variances to the Committee:
  - Review and monitor the approved budget expenditures monthly
  - Sign payroll and expense warrants
  - Review all major expenses not included in the currently approved budget
  - Review quarterly projections provided by the Superintendent and recommend corrections if needed
  - Review potential turnbacks nearing end of fiscal year and discuss ability to fulfill other departmental needs with funds

- Act upon requests of the Committee as needed
- Review and provide guidance to the full Committee and management about:
  - Policies or recommendations having financial implications
  - Financial strategies for major projects
  - Working capital and cash flow management
  - Recommend transfers from contingencies and other accounts
- Other transactions or financial issues that the Committee recommends for review
- Recommending that the Director of Business and Support Services provide quarterly reporting to the Finance subcommittee and discuss material or significant adjustments and variances. Acknowledged first quarter reporting would have less adjustments and variances to discuss given limited activity. Finance subcommittee to write a report based on this review and present it to the School Committee.

### ***Capital & Facilities***

- Work with school department administrators to develop, for School Committee review and action, an annual Capital Budget proposal
  - Work with school department administrators to develop, for School Committee review and action, a 5-year Capital Plan
  - Represent the School Committee at meetings of the Town's Capital Outlay Committee
  - Ensure an updated Master Plan is in place
  - Work with school department administrators to annually review the Master Plan and update the rolling schedule of school department renovations and new construction needs. Review with the School Committee in August/September and take required action
  - Keep the School Committee informed about facilities or space needs and recommend actions, where appropriate
  - Serve as the liaison between the School Committee and other organizations, committees, or town bodies in matters that impact the use or condition of school property or facilities.
- Perform other tasks as directed by the School Committee

### **Policy Subcommittee**

The Committee shall:

- Develop policies, for School Committee review and action, as required by statutes or DOE regulations
- Develop proposals, for School Committee review and action, that respond to needs or issues identified by the administration
- Develop proposals, for School Committee review and action, that respond to needs or issues identified by consensus of the School Committee
- Periodically review, and recommend changes as needed, to the School Committee Policy Handbook
- Perform other tasks as directed by the School Committee.

## **Salary & Negotiations Subcommittee**

The Subcommittee shall:

- Participate in collective bargaining negotiations with union groups and certain individuals who are hired by the School Committee
- Recommend proposed contract changes or new contract terms to the full School Committee for their action
- Work with the Superintendent, Director of Human Resources and Director of Business and Support Services to develop proposals for individual contracts and/or salary guidelines to be acted upon by the full School Committee
- Work with legal counsel to develop plans that respond to grievances or legal actions involving contractual matters or other employee issues
- Keep the School Committee informed of personnel issues that may result in legal action or serious disciplinary actions
- Perform other tasks as directed by the School Committee

## **Special Education Subcommittee**

The Subcommittee shall:

- Review on an annual basis proposed changes to Special Education program offerings and/or services
- Preview and provide input into the development of the annual Special Education budget
- Work with the School Administration and SEPAC representative(s) to enhance School Committee awareness of issues or concerns and develop proposals, as may be appropriate responses, to bring to the School Committee's attention
- Review and bring to the School Committee's attention communications from the South Shore Educational Collaborative to member communities that are required as per MOL Chapter 40, with proposals for action on those that require School Committee action
- Perform other tasks as directed by the School Committee

## **Wellness Subcommittee**

The Subcommittee shall:

- Establish the School District Wellness Program (SDWP); serve as the liaison for committee meetings; coordinate with nutrition, health and physical education departments; and ensure compliance with policy ADF
- Monitor the district Equity Program initiatives
- Work with the school department administration to comply with the gender-neutral terms by-law
- Work with the counseling and student services department to monitor social-emotional

programs and student social-emotional health

- Work with the Athletic Director to ensure compliance with Title IX regulations, there is an equitable experience in all sports, and the program focuses on an experience of positive, fun and the learning of life-lessons.
- Perform other tasks as directed by the School Committee