

## **Functions and Duties of Standing Subcommittees**

*Note: In specifying the functions and duties of the standing subcommittees, the same general format should be followed. A workable format could be to include some or all of the following areas:*

- 1. The title of the subcommittee.*
- 2. A listing of the general areas of responsibility of the subcommittee.*
- 3. A general listing of the types of tasks the subcommittee might undertake to complete its work.*
- 4. A general schedule or timetable for the work.*
- 5. A listing of staff that may support the work of the subcommittee.*
- 6. Other resources that may be provided to the subcommittee so their work can be completed in a timely manner.*

*Some examples of subcommittee functions are given below.*

### **Evaluation/AIP Committee**

The duty of the Evaluation/AIP Committee is to advise the School Committee and the Superintendent on all matters relating to developing and maintaining appropriate systems for the proper evaluation of the performance of the district and staff, especially the evaluation of the Superintendent and the self-evaluation of the School Committee. The Evaluation/AIP Committee assists the Superintendent in the formulation and adoption of appropriate performance goals for the Superintendent's evaluation, including identifying mutually agreeable evidence that will be used by the Committee to evaluate the performance of the Superintendent on the performance goals. The Evaluation/AIP Committee will work with the Superintendent as appropriate to develop forms and instrumentation for evaluation and assist the School Committee with developing forms and procedures for self-evaluation. Further, for the duration of the time that the School Committee is responsible for accomplishing the outcomes proposed by the Fall River School Committee Accelerated Improvement Plan, the Evaluation/AIP Committee will serve as a liaison to the DESE for the purpose of providing evidence to DESE of progress by the Committee in achieving the mandates of the Plan. The Superintendent's involvement is crucial to the functioning of this Subcommittee, particularly as it relates to her own evaluation. Documents and materials needed by the Subcommittee will be provided by the Superintendent or her staff. Meetings will be held as needed, particularly at key times in the evaluation process, the beginning, middle and end of the school year.

### **Finance Committee**

Consistent with the provisions of Policy DBD, the Superintendent will have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar. The duty of the Subcommittee on Finance is to advise the School Committee and the Superintendent on all matters relating to the operating budget, including budgetary appropriations, allocation of available resources to and between the schools, financial accounting, budget transfers, and school policy regarding financial matters, both during the development of the annual budget and throughout the fiscal year. The Subcommittee on Finance assists the Superintendent, as necessary and appropriate, in informing the School Committee and the public about school finances, the annual budget, and its implications for the schools and their programs. The Subcommittee on Finance is responsible for drafting the School Committee's Budget Directives to the Superintendent annually for School Committee approval. During the budget development process, joining the Subcommittee on Finance at meetings may be the Superintendent, the Chief Financial Officer, and any member of the Central Office staff, School Principals, and other staff from the school and city departments, as appropriate. The Superintendent, CFO, or other appropriate staff will provide the Subcommittee with necessary information. The Subcommittee will meet a number of times from March to May to develop the budget, and as needed during the rest of the year.

### **Grievances Committee**

The Grievances Committee's only function is to advise the full committee as to whether to uphold or deny any grievance which has reached the school committee. Grievances filed by a unionized employee must be initiated with the grievant's immediate supervisor, who has a previously negotiated maximum time to respond. If denied, the grievance moves to the next level, that of the superintendent. If denied by the Superintendent, the grievance then goes to the School Committee. The subcommittee will then schedule a meeting within the negotiated time frame to

deliberate on the merits of the grievance presented. In addition to evidence provided by a union representative to substantiate the merits of the case for the grievant, the legal counsel to the school committee, the superintendent, and/or any relevant members of the administration will present evidence for the school district. The decision of the subcommittee is then referred to the full committee for action at the next meeting.

#### **Facilities and Operations Committee**

The responsibility of the Facilities and Operations Committee is to advise the Facilities and Operations Department and the School Committee as to issues affecting that department. That wide-ranging department is responsible for transportation of students; facilities related issues; security systems and staff; motorized vehicles and equipment; nutrition, to include equipment, programs and staff; and technology and infrastructure. Specifically with regard to transportation, the subcommittee may involve itself with contracts, safety protocols, compliance and maintenance of safety equipment on school department vans. In terms of facilities, the subcommittee may be involved with safety, labor and utility budgets, as well as environmental issues. In terms of security, the subcommittee may deal with maintenance, acquisition and installation of security systems, assignment of security officers, communications with police, and safety drills and special events. Nutrition includes purchase and storing of food and supervision of employees. Technology and infrastructure involves maintenance and upgrades of all equipment, supervision of all telecommunications systems and network security. The subcommittee will meet as needed. Generally speaking, the Chief Operating Officer will be available to support the work of the subcommittee

#### **Instructional/SPED Committee**

The duty of the Instructional/SPED Committee is to advise the School Committee and Superintendent on all matters related to instruction (including SPED), including the high school course of studies, changes in curriculum, changes in student reporting and quarterly benchmark data. The subcommittee will discuss with administration their evaluation of educational programs and recommended modifications of practice and changes in curriculum. The subcommittee will consider new programs and courses recommended by the Superintendent when they constitute an extensive alteration in instructional content or approach. The subcommittee shall be informed of all new courses, and recommend approval of the high school program of studies and any substantive revisions of curriculum to the school committee. Major changes in the student reporting system shall be preceded by a cooperative study and evaluation by teachers, principals, parents and the Assistant Superintendent, before being considered by the subcommittee. A quarterly review of benchmark data and yearly state assessment data will be presented to the subcommittee so they can understand the rationale for, and enable advocacy for needed resources when developing the budget. The Instructional/SPED Committee should meet quarterly during the school year to review benchmark data, and as needed to review courses of study and proposed program modifications and evaluations of programs. The Superintendent, Assistant Superintendent/Chief Academic Officer, Executive Director of Special Education and Student Services, Chief Financial Officer and school principals may appear before the subcommittee to assist in its work. Any information on programs of studies, assessment data, etc., should be sent to the subcommittee for review prior to the meeting.

*Descriptions approved by FRSC 8/18/14*

#### **Parent Community Outreach Committee**

*Description approved by FRSC 2/22/16*

The school committee is committed to hearing the ideas and wishes of parents and members of the Fall River Community. There are many ways, both formal and informal, in which such communication takes place. Citizens may, for example, always take advantage of Citizen Input during regular school committee meetings. This committee will provide another vehicle for parents and citizens to interact in a setting which will lend itself more easily to mutual dialogue. This committee will not replace policies in place which deal with parental complaints requiring confidentiality but will provide an adequate and direct means for keeping local citizenry informed about the schools while keeping itself and the school staff informed about the needs and wishes of the public. Community organizations or businesses are also encouraged to present information or ideas that may benefit schools and students. School staff may be invited to attend as necessary, and are always welcomed. The Parent Academy Coordinator would be an important addition to this group. Meetings will be scheduled bi monthly or more frequently as needed. Reports will be given to the committee of the whole along with any applicable recommendations.