

## Subcommittee and Other School Committee Representation

### Subcommittees

Description: Small committees setup to address specific areas of importance to the School Committee. Generally, 2 or 3 School Committee members are part of each Subcommittee with the Subcommittee working through specific topics and making recommendations for the full School Committee to adopt.

#### 1. Budget

Description: All School Committee members are part of this Subcommittee. The goal of the Subcommittee is to work through the annual budget details with the Superintendent and the District Leadership Team. The final budget is voted on during School Committee meetings and ultimately presented to the Select Board and Finance Committee before it is presented at Town Meeting for approval.

Schedule: Subcommittee meetings normally occur periodically from January through March.

#### 2. Policy

Description: Work with the Superintendent to review the District Policies and determine which policies should be updated, introduced, and/or removed. Once the desired changes are identified, the Superintendent and/or Subcommittee draft and review the changes, which are ultimately presented to the full School Committee for approval.

Schedule: Meeting schedule and frequency can vary, but would average about once per month and meetings often occur right before a standard School Committee meeting.

#### 3. Strategic Goals

Description: Develop recommendations related to strategic topics identified by the School Committee. This can include things such as the School Committee strategic goals, action items related to the strategic goals, high school start times, and facilitating meetings with the community related to some topics being addressed by the Subcommittee.

Schedule: Meeting schedule and frequency can vary based on specific topics being addressed and community sessions would occur as needed.

#### 4. Superintendent's Evaluation

Description: Oversee the annual Superintendent evaluation process, which includes reviewing goals for the coming year and evaluating performance against the prior year's goals. The Subcommittee and Superintendent then present this information each year to the full School Committee for approval.

Schedule: Subcommittee meets more during September/October and April/May timeframes.

#### 5. Building and Grounds

Description: Work with Administration to help inform strategic initiatives related to building projects. This could include building new facilities, major building renovations, naming facilities or areas within a facility, etc. Recommended actions and decisions are discussed and then presented to the full School Committee for approval.

Schedule: Subcommittee meets as needed. An example of topics covered might include devising an approach for handling the next steps related to the Administration building.

#### 6. Student Advisory Committee

Description: Meet periodically with the Student Advisory Committee per policy JIB (Student Involvement in Decision-Making) to ensure student voices are considered in decision making. Topics discussed and relevant to School Committee business will be presented to the full School Committee for discussion and to inform decisions, as needed.

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Schedule: Subcommittee meets with Student Advisory Council once every other month while school is in session.

### Negotiation Teams

Description: As contracts are scheduled to be renewed, these groups work with the district negotiating team to develop strategy for negotiations and participate in negotiation sessions with the different bargaining units.

Schedule: Number of sessions, timing, and frequency will vary depending on the specific negotiations and will be determined by the union and District negotiating team.

1. Teachers – (current contract expiration: 2025)
2. Paraeducators – (current contract expiration: 2025)
3. Secretaries (current contract expiration: 2026)
4. Custodians – (expected contract expiration: 2026)

### School Councils

Description: Be a liaison between the School Committee and the School Council. The Councils are made up of the principal, one community member who does not have a student at the school, two teachers and two parents who have students attending the school. The purpose of this Council is to assist the principal in identifying the educational needs of the students attending the school, review the annual school budget, and formulate an annual School Improvement Plan.

Schedule: There is generally 1 meeting every month during the school year.

1. Hudson High School
2. Quinn Middle School
3. Farley
4. Forest Ave
5. Mulready

### Other Responsibilities

1. Teacher Sick Bank

Description: Work with the administration team to approve any sick bank requests.

Schedule: Typically handled on an ad hoc basis through phone and/or email.

Note: 3 School Committee members are assigned on even fiscal years and 2 on odd years

2. Special Education Parent Advisory Council (SEPAC) Liaison

Description: Be the liaison between SEPAC and the School Committee. Attend SEPAC meetings and listen to parent ideas/concerns to help facilitate Special Education improvements with the Superintendent. Work with the SEPAC President to help move key initiatives forward.

Schedule: SEPAC meetings can occur monthly (the School Committee assignee doesn't necessarily have to attend all meetings and may need to attend some meetings outside of the standard monthly SEPAC meetings).

3. English Learner Parent Advisory Council (ELPAC) Liaison

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Description: Be the liaison between ELPAC and the School Committee. Attend ELPAC meetings and listen to parent ideas/concerns to help facilitate English Learner improvements with the Superintendent. Work with the ELPAC President to help move key initiatives forward.

Schedule: ELPAC meetings can occur monthly (the School Committee assignee doesn't necessarily have to attend all meetings and may need to attend some meetings outside of the standard monthly SEPAC meetings).