

SUBCOMMITTEES OF THE SCHOOL COMMITTEE

School Committee Standing Subcommittees

The Superintendent is an *ex-officio* member of all School Committee subcommittees.

Budget Subcommittee

Purpose

To work with the Superintendent and appropriate administrative staff to review financial planning for the Mansfield Public Schools in order to support the annual school district budget and ongoing financial concerns of the district.

Responsibilities

- To develop annual timeline for budget development, recommend public outreach activities, and coordinate, in consultation with the School Committee Chair and the Superintendent and Assistant Superintendent for Finance Operations, logistics surrounding the School Committee annual budget hearing
- To review and make recommendations to the full School Committee on major budget changes
- To work with the Superintendent to determine appropriate financial reports, formats, and frequencies
- To assist 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
- To serve the role of liaison for the Mansfield School Committee to the Town of Mansfield Finance Committee.
- To report at School Committee meetings as needed.

Membership

School Committee Members (2)

Superintendent

Assistant Superintendent for Finance and Operations/Business Administrator

Note: At the discretion of the School Committee, a request may be made to the Mansfield Finance Committee to provide a liaison(s) to the Budget Subcommittee.

SUBCOMMITTEES OF THE SCHOOL COMMITTEE

Policy Subcommittee

Purpose

To work with the Superintendent and other appropriate administrative staff to review, evaluate, and make recommendations to the Mansfield School Committee for change, amendment, deletion, or creation of policies.

Responsibilities

- To conduct a continuing review and organization of the school district policy manual, in accordance with the NEPN/NSBA policy classification system.
- To review policy recommendations from the Massachusetts Association of School Committees (MASC) and from district legal counsel for compliance with state and federal laws.
- To refer policies for review to other subcommittees of the School Committee as needed.
- To develop and send to the School Committee policy drafts for review and approval by the full Committee.
- To report at School Committee meetings as needed.

Membership

School Committee Members (2)

Superintendent

Facilities Subcommittee

Purpose

To develop and monitor, with the school administration, a comprehensive maintenance and planning program for Mansfield Public Schools buildings and grounds.

Responsibilities

- To monitor a preventative maintenance program for District buildings and grounds.
- To assist in the generation of the capital improvement plan as it pertains to ongoing facilities maintenance, planning, safety, and improvement.
- To develop and send to the School Committee for approval, policies and procedures pertaining to facilities and to the use of buildings and grounds outside of school time.
- To assess future facility needs in light of the District's strategic plan
- To serve as a forum for discussion and recommendations to the School Committee regarding facilities planning and future construction projects, with a particular focus on how these efforts can best serve the District's educational mission and the needs of the community.

SUBCOMMITTEES OF THE SCHOOL COMMITTEE

- To report at School Committee meetings as needed.

Membership

School Committee Members (2)

Assistant Superintendent for Finance and Operations/Business Administrator

Director of Facilities

Superintendent will attend as needed

Adopted: March 13, 2018