

SCHOOL COMMITTEE SUB-COMMITTEES

Purpose of Committee:

The Gorham School Committee will have the following sub-committees:

1. Finance
2. Policy
3. Personnel

In addition, a School Committee member maybe appointed to other town, area or school-wide committees as needed.

These committees will be consultative in nature and will consider such matters as may be referred to them by the School Committee, the Superintendent or the Finance Officer. Membership on each committee will be determined at the organizational meeting. If necessary, the School Committee Chair will temporarily fill vacancies to sub-committees until the organizational meeting is held.

Operation of the Sub-committees of the School Committee as a Whole:

1. The School Committee Chair will serve as an ex-officio member of all committees having no vote on the committee and not being counted as part of the quorum, except when the Chair is a regular member of the sub-committee. There will be three sitting members on each sub-committee and an alternate to any sub-committee may be assigned at the discretion of the School Committee Chair. Alternates are encouraged to attend sub-committee meetings whenever possible. At no time will more than three sub-committee members vote to present a recommendation to the full School Committee for review, discussion, consideration, and action.
2. Members will be furnished with a list of committees prior to appointment.
3. Reports of sub-committees will be made directly to the School Committee as a whole. Dissenting opinions of sub-committee members will be noted. Minutes may be distributed to the School Committee as a whole following sub-committee meetings.
4. The School Committee Chair shall appoint the chair of each sub-committee. The sub-committee shall act by majority vote.

Specific Duties of Sub-committees:

Finance

Among such other duties as the School Committee may from time to time assign, members shall meet with the Superintendent and Finance Officer to review the annual budget, to

make recommendations concerning the budget, to review the annual audit, to review and advise the Superintendent on matters of current expenditures, and to approve all warrants for expenditure of funds. The signature or votes of two of the members of the Finance committee shall be sufficient authorization for the expenditure of such budgeted funds.

Policy

Among such other duties as the School Committee may from time to time assign, members shall meet with the Superintendent to review district policies and proposed policies and make recommendations concerning action to the School Committee as a whole. The signature or votes of two of the members shall be sufficient to present a recommendation to the full School Committee for a first reading.

Personnel

Among such other duties as the School Committee may from time to time assign, members shall meet with the Superintendent to oversee existing contracts and existing personnel procedures. In addition, the Personnel committee shall oversee employee contract negotiations and non-unit employment terms and shall report to the full School Committee regarding the same. The personnel committee shall oversee the procedures used to evaluate the Superintendent. The signature or vote of two of the members shall be sufficient to present a recommendation to the full School Committee.

Adopted: November 12, 1973
Amended: September 9, 1974
May 21, 1980
October 7, 1981
February 10, 1982
June 10, 1987
September 11, 1991
December 8, 2010
June 16, 2014
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