

These are the standing subcommittees of the school committee:

**Adult Education** (SCAE Advisory – Jonathan Mapes)

- Meet quarterly to review the Adult Education program and how the program meets the needs of the community through academic and enrichment courses.
- Review and strengthen the relationship of the Adult Education program with the hospital, university and area chamber of commerce.

**Dropout Prevention** (Jen Davie)

- Meets a minimum of twice a year to review current data on dropout rate and assess effectiveness of interventions to determine if additional interventions need to be implemented K-12

**Curriculum Advisory** (Paula Cote & Amy Sevigny)

- Meets quarterly and as needed when controversial issue and challenges around curriculum and other educational resources
- Review and recommend curriculum and graduation requirements
- Review and recommend resources and textbooks to school committee

**Personnel Advisory** (John Roux and Amy Sevigny)

- Serve on collective bargaining contract negotiations for union contracts and standalone work agreements
- Provide input on fringe benefits packages

**Facilities, Grounds, Safety & Capital Improvement** (John Roux and Jonathan Mapes)

- Work with Assistant Superintendent for monthly Safety Committee meetings
- Work with the business manager, facilities director to develop 5-10 year capital plan in preparation of annual budget.
- Oversee Capital Improvement Plan (CIP)
- Develop strategic facilities and maintenance plan

**Policy Advisory Committee** (Paula Cote and Amy Sevigny)

- Meet quarterly and as necessary with Assistant Superintendent to review all current policies and make sure they are up to date and in compliance with state law.

- Add or revise policies annually
- Present policies to School Committee

**Sanford Regional Technical Center Advisory Committee** (Jen Davie & Amy Sevigny)

- Serve as a School Committee representative on Advisory Committee consisting of Superintendents / Designees of Sending Schools

**Wellness Committee** (Amy Sevigny)

- Meets monthly to review Wellness Policy and advise on wellness goals and initiatives for staff and students

**Building Committee** (Jonathan Mapes)

- Serve on SHS/SRTC and Elementary Building Construction Committees as liaison to School Committee

**Performing Arts Center Advisory Committee** (Paula Cote)

- Meets monthly with Director to advise on matters involving SPAC.

**WSSR-TV Advisory Committee** (Jen Davie & Paula Cote)

- Meets as needed to advise on the actions of WSSR-TV

**Legacy Foundation** (Amy Sevigny)

- Meets monthly as liaison to School Committee for advisory and matters involving School Committee approval.

**Policy [BDE](#) – Standing Committees**

The School Committee shall authorize the establishment of only such standing committees from among its membership as it finds strictly necessary to study operations in specific areas and to make recommendations for School Committee action. The following rules will govern the appointment and function of such committees:

- A. The committee shall be established through action of the School Committee.
- B. The committee members shall be appointed by the School Committee Chair.
- C. The committee shall be provided with a list of its specific functions and duties.
- D. The committee may make recommendations for School Committee action, but it may not act for the School Committee.

E. The School Committee Chair and Superintendent shall be ex-officio members of all standing committees.

F. All standing committees shall be dissolved at the end of the School Committee's year—at an annual organizational meeting—unless they are specifically reappointed. They may be dissolved at any time by a vote of the School Committee.

G. All standing committee meetings shall be open to the public.

H. Standing committees shall be composed of less than a majority of the membership of the School Committee.

### **Policy [BDF](#) – Advisory Committees**

Advisory committees will be appointed by the School Committee when there is a specific function to be performed. Such committees are appointed to advise the School Committee and not to take action for the School Committee.

The School Committee will seek the advice of the Superintendent before establishing or dissolving any advisory committee.

The composition of each advisory committee, the number of committee members, and the selection of members will be determined by the School Committee in consultation with the Superintendent, based upon the particular function of the committee.

Each advisory committee shall be instructed in writing as to:

1. The specific topic(s) for study and/or the scope of activity;
2. The composition of the committee;
3. The role of the committee being advisory only;
4. The resources the School Committee will provide to assist the committee in completing its task;
5. The timeline for reports to the School Committee and/or other expected activities;

All advisory committee meetings are open to the public except as provided in the Freedom of Access law.

The School Committee shall have the sole authority to dissolve any advisory committee at any time.

Any advisory committee mandated by state statute or Department of Education regulation may be exempt from any or all of the requirements of this policy. Any such exemptions shall be identified and approved by the School Committee.