

DUXBURY SCHOOL COMMITTEE
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To: Kellie Bresnehan
Fr: Matt Gambino
Date: May 7, 2025
Subject: "Subcommittee Charges" Draft Ideas for Discussion

The purpose of this memo is to forward ideas intended to help activate the Committee's discussion of "Subcommittee Charges" at tonight's meeting. I will bring copies to distribute at the meeting.

Budget Subcommittee

A.

"Duxbury Public Schools Budget Subcommittee will work with the Superintendent and appropriate administrative staff to review and prepare financial planning for Duxbury Public Schools. The Subcommittee will bring forward its recommendations to the full Committee in order to support the annual school district budget, budget transfers, documents for certification and ongoing financial concerns of the district. The Subcommittee will also serve the role of liaison for the Duxbury School Committee to the town of Duxbury Finance and Fiscal Advisory Committees."

B.

"The Duxbury Public Schools Budget Subcommittee will coordinate with the Superintendent and district leadership to ensure the development of a fiscally responsible school budget that aligns with student needs and strategic priorities. In light of the Duxbury Selectboard's intention to play a more active role in the town's financial planning process, the Subcommittee will also engage collaboratively with the Selectboard and Town Manager to better understand the overall municipal fiscal picture, including projected revenues, fixed costs, and shared priorities. The Subcommittee will represent the School Committee's perspective in these discussions and ensure that school-specific financial considerations are clearly communicated and understood within the broader town context. Insights from these engagements will be reported back to the full Committee and used to help guide budget decision-making and advocacy throughout the town's budget cycle."

Negotiations Subcommittee

A.

"Duxbury Public Schools Negotiations Subcommittee will accept responsibility for scheduling and conducting mutually agreeable sessions of collective bargaining with representatives and, indirectly, all Duxbury Public Schools personnel. The Subcommittee will receive and analyze proposals extended by various employees in relation to the scope of duties and responsibilities and comparative remuneration data of similar educational systems. This Subcommittee will share its recommendations with the full School Committee for formal ratification."

B.

"As contracts are scheduled to be renewed, the Duxbury Public Schools Negotiations Subcommittee will work with the district negotiating team (Superintendent, School Business Manager and DPS Attorney), which makes up an advisory committee that works to develop a strategy for negotiations and participate in negotiation sessions with the union. The Subcommittee is directed by the School Committee, and will report developments to the School Committee to discuss and then provide guidance back to the negotiating team to execute."

Policy Subcommittee

A (existing; see Policy BDE-E: Duties of Subcommittees of the School Committee).

1. "When reviewing existing policies or considering new ones, the subcommittee will take into consideration the needs of Duxbury's students and its schools.
2. As part of the review process, the subcommittee may take into consideration model policies developed by the Massachusetts Association of School Committees, as well as sample policies used by other Massachusetts school districts.
3. During the review process, the subcommittee may invite input from those affected by Committee policies and may gather reports on the effects of existing policies from staff, students, parents, and community members for the Committee to review.
4. Where appropriate, the subcommittee chair will seek advice from the Committee's legal counsel."

B. (existing: see 2024-2025 School Committee Goals document)

"By June 2025, the School Committee will ensure School Committee policies are up-to-date and in compliance with Massachusetts Association of School Committees (MASC) and Massachusetts General Law.

Action Steps

1. The Policy Subcommittee will meet regularly, in collaboration with appropriate administrative staff, to review all past and present MASC policies to make recommendations to the School Committee.
2. At regularly scheduled School Committee meetings throughout the year, the Committee will review and vote on policy updates recommended by the Policy Subcommittee."

C.

"Duxbury Public Schools Policy Subcommittee will review existing district policies and make recommendations to the School Committee for adoption, amendment, review, or other further action. The Subcommittee will develop a review schedule that ensures all policies remain current and relevant. The Subcommittee will discuss immediate issues of concern regarding district policies or the need to implement district policies and pass conclusions, findings, and recommendations regarding such matters to the full Committee for discussion and action, if any. Proposals for new policies or revisions to existing policies that originate from district administration or outside sources will be referred by vote of the full Committee to the Subcommittee for review and recommendation to the full committee for adoption, rejection or further action. The Subcommittee will also ensure that copies of all policy adoptions, revisions or repealments are transmitted in a timely manner to the Superintendent for insertion into or removal from the official copy of the Policy Manual."