



Goffstown School Board

Subcommittee Overview

Subcommittee Membership & Schedule

The Goffstown School Board (Board) organizes its work through subcommittees to streamline and distribute high-volume tasks across focused groups, improving transparency, efficiency, and timely recommendations to the full Board. This organizational model facilitates timely financial reviews, policy updates, curriculum oversight, and public communications to the relevant committees before full Board action. Many of the Board's subcommittees have a representative from the New Boston School Board due to the long-standing educational partnership between both communities through the AREA tuition agreement.

Every year after the school election in March, the Board chair solicits input from members regarding their subcommittee interests. The chair will then assign members to two or more subcommittees. These assignments are voted on by the full Board. All subcommittee meetings are scheduled around the full-board meeting. Current subcommittee assignments are posted on the SAU 19 website in the Goffstown School Board section of the SAU 19 website (<https://sau19.org>) Dates and locations of subcommittee meetings are subject to change. Each committee consists of 3 Goffstown members (plus one alternate) and 1 New Boston member (plus one alternate.)

Administration & Finance (A&F)

Role & Scope. A&F oversees district finances and business operations to ensure compliance with School Board policy and sound fiscal management. Core recurring work includes reviewing payment manifests, invoices, expenditure/revenue reports, budget transfers, capital improvement plan (CIP) items, audit findings, and preliminary contracts for services and products, with recommendations elevated to the Board.

Schedule and Location. The A&F subcommittee typically meets one hour prior to scheduled school board meetings in the GHS Media Center.



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Planning & Communication (P&C)

Role & Scope. The central role of P&C is to ensure effective communications with the educational community and other stakeholders both internally and externally to build public trust, ensure transparency, provide accurate and timely information, and to recognize accomplishments. Projects might include such things as a strategic communication plan, new board-member orientation, website improvements, annual awards/appreciation, and board self-evaluation.

Schedule and Location. The P&C subcommittee meets once per month one hour prior to the first school board meeting of the month in the GHS Media Center.

Curriculum & Education (C&E)

Role & Scope. C&E maintains alignment between instructional programs and Board policy, reviewing and informing the Board about proposals and documents such as: new course proposals, student assessment results, Program of Studies, student/parent handbooks, new program adoptions, curriculum revisions, technology, athletics/co-curriculars, special/adult education, and professional development.

Schedule and Location. The C&E subcommittee meets once per month, typically on the Monday night between the two scheduled school board meetings at 7:00 pm. Meetings are held at the SAU 19 office.

Policy Review Committee (PRC)

Role & Scope. PRC leads continuous policy governance: completing cycles of New Hampshire School Board Association policy updates and recommendations, maintaining data governance and data security policy alignment, and advancing other superintendent recommended policy areas to the full Board for adoption.

Schedule and Location. The PRC subcommittee meets once per month, typically on the Monday night between the two scheduled school board meetings at 5:30 pm. Meetings are held at the SAU 19 office.



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Other Committees and Boards

Goffstown School Board members also participate in a variety of committees that are either related to the Town of Goffstown or required by state or federal law or regulations.

Town of Goffstown – Budget Committee. This committee is an official municipal body under NH RSA 32 whose primary purpose is to develop and recommend the school operating budget and to assist voters in the prudent appropriation of public funds. It serves as a critical check and balance in the town's financial planning process. This committee meets on the 3rd Tuesday of each month with additional meetings during budget season, October-February. (Membership: 1 and 1 alternate.)

Town of Goffstown – Capital Improvement Plan (CIP) Committee. The purpose of this committee is to act as an advisory body responsible for developing a comprehensive, long-range financial plan for the town's major capital projects. CIP meets on the first and third Thursdays of the month from May through August. (Membership: 1 and 1 alternate.)

Collective Bargaining Negotiating Committees (GESS & GEA). This committee includes representatives of the school board, teacher/staff unions, and legal counsel who engage in "good faith" negotiations regarding wages, hours, and other conditions of employment for both the Goffstown Education Association (GEA) and the Goffstown Educational Support Staff (GESS). This process is governed by New Hampshire state law (RSA 273-A). This committee typically meets the year before the contracts expire during the months of August through December at agreed times sometimes during business hours. (Membership: GESS & GEA=2, GESS only=1, GEA only=1)

ADA Committee (Ad Hoc) The SAU is legally required to ensure the district remains in compliance with Title II of the ADA, which prohibits discrimination in public schools. This ad hoc committee is called upon when there are issues to be addressed regarding policies and meeting accessibility. (Membership: 1)



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SAU 19 School Board- This board is comprised of all members of both the Goffstown and New Boston School Boards. Each year after town elections, the SAU 19 school board elects a chair, vice chair, secretary, and treasurer. The board meets four times a year in October, December, April, and June. The primary responsibility of the SAU 19 School Board is oversight of the Superintendent of Schools, approval of the SAU 19 annual budget, as well as SAU 19 policies. (Membership: Goffstown= 9, New Boston=5)

SAU 19 Policy Review Committee See Policy Review Committee description above. This committee addresses only SAU 19 policies and has representatives from both the Goffstown and New Boston School Boards. It typically meets on the 2nd Monday of each month. (Membership: Goffstown= 3 and 1 alternate, New Boston=1 and 1 alternate.)

SAU 19 Joint AREA Subcommittee The AREA Committee (Authorized Regional Enrollment Area) is a collaborative body that governs the long-term educational partnership between the Goffstown and New Boston School Districts including tuition rates, curriculum alignment, and transportation services. The subcommittee meets 1-2 times a year and reports to the SAU School Board. (Membership: Goffstown= 3, New Boston=2)