

File: B24

NEW SCHOOL COMMITTEE MEMBER ORIENTATION

In accordance with the requirements of law, each new School Committee member elected to the School Committee is required to complete, within one year of their election or appointment, at least eight hours of orientation training. This orientation shall include, but is not limited to, a review of School Finance, the Open Meeting Law, Public Records Law, Conflict of Interest Law, Special Education Law, Collective Bargaining, School Leadership Standards and Evaluations, and the Roles and Responsibilities of School Committee Members.

The School Committee Chairperson and the Superintendent shall assist each new member to understand the Committee's functions, policies and procedures as soon after election as possible. Each new members shall be given or provided direct online access to the following materials:

1. A copy of the school committee policy manual
2. A copy of the Open Meeting Law along with a copy of any determination by the Attorney General that the School Committee violated the Open Meeting Law within the previous five years
3. A copy of the conflict of interest regulations
4. A copy of the district's budget
5. Collective bargaining agreements and contracts
6. Student and staff handbooks

Each new member shall also receive any other materials the Chairperson and/or the Superintendent determines to be necessary, such as agendas, reports, and other communications received by Committee members.

The Chairperson and/or Superintendent shall also clarify polices that involve:

1. Arranging visits to schools or administrative offices.
2. Requesting information regarding school district operations.
3. Responding to community requests/complaints concerning staff or programs.
4. Handling confidential information.

Whether appointed or elected, new members should be advised that they are also members of the Massachusetts Association of School Committee, Inc. and should be encouraged to utilize the services and resources MASC provides by attending meetings or workshops, specifically designed for new Committee members. Reimbursement to Committee members for their travel expenses will be in accord with School Committee Member Expenses (File: B26) and Expense Reimbursements (File: D14).

1st reading: December 20, 2017

2nd reading: January 3, 2018