

New School Committee Member Orientation

Code: BIA

In accordance with the requirements of Massachusetts General Law Chapter 71, Section 36A as amended on December 24th, 2002, new School Committee members are required to complete, within one year of his or her election or appointment, at least eight hours of orientation training.

The School Committee and Superintendent should help each new member to understand the Committee's functions, policies and procedures of the Committee as soon after election as possible. Each new member should be given the following materials:

1. A copy of School Committee policies
2. A copy of Open Meeting Law
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 should also receive any other materials the Chair and/or the Superintendent determine to be necessary.

The Chair and/or Superintendent should also clarify practices regarding:

- arranging visits to schools or administrative offices
- requesting information regarding school district operations
- responding to community requests/complaints concerning staff or programs
- handling confidential information

Whether appointed or elected, new members should be advised that they are also members of the Massachusetts Association of School Committees, Inc. and should be encouraged to use the services and resources MASC provides by attending meetings or workshops specifically designed for new Committee members. Their expenses at these meetings or workshops will be reimbursed in accordance with established School Committee policy.

First Reading	August 29, 2006
Second Reading	September 21, 2006
Third Reading	October 5, 2006
Adopted	October 5, 2006
Policy Amended	
Legal References	MGL 71:36A

Policy Cross Reference	
Procedure Reference	