

NEW SCHOOL COMMITTEE MEMBER ORIENTATION

The School Committee chairperson and the Superintendent shall assist each new member to understand the policies and procedures of the School Committee as soon after election as possible. All new members shall receive copies of all agendas, reports, and other communications received by School Committee members. Each new member shall be given the following materials:

- A. A copy of the School Committee policy manual (on disc)
- B. A copy of the Open Meeting Law
- C. A copy of the Conflict of Interest Regulations (promulgated by the State Ethics Commission)
- D. A copy of the district's budget

Each new member shall also receive any other materials the chairperson and/or the Superintendent determines to be necessary.

The Chairperson and/or Superintendent shall also clarify policy:

- A. Arranging visits to schools or administrative offices
- B. Information regarding school district operations
- C. Responding to community requests/complaints concerning staff or programs
- D. Handling confidential information

In accordance with M.G.L., c 71 ♣ 36A, School Committee members, within one year after their initial election or appointment, shall complete at least eight hours of orientation concerning the responsibilities of their office at no cost to individual School Committee members. The orientation shall include but not be 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 orientation shall be provided by the Massachusetts Association of School Committees, Inc. or any other entity approved by the commissioner of education after consulting the Association. The Association and any other entity providing such orientation shall offer every year at least 2 orientation sessions at no required cost to eligible school committees. A certificate shall be awarded to each participant upon completion of the orientation and notice thereof shall be filed with the clerk of the city or town where the School Committee member resides.

LEGAL REFS.: M.G.L. 71:36A

Adopted October 6, 2003

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