

## **NEW SCHOOL COMMITTEE MEMBER ORIENTATION**

The School Committee Chair and Superintendent will hold one or more orientation meetings with newly elected or appointed members to assist them in understanding the School Committee's functions, policies and procedures.

The Chair and/or Superintendent shall clarify policy and procedures that involve:

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

Each new member shall be given Acton-Boxborough Regional School District's *School Committee Guidebook* with information on, but not limited to, the following materials and training requirements:

- A. School Committee policies
- B. Open Meeting Law
- C. Conflict of Interest Regulations
- D. The district's budget
- E. Collective bargaining agreements and contracts
- F. Student and staff handbooks

Additionally, in accordance with the requirements of Massachusetts General Law, each new School Committee member elected to the Acton-Boxborough Regional School Committee is required to complete, within one year of their initial election or appointment, at least eight hours of accredited 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. This orientation is offered at no charge to the school committee members by the Massachusetts Association of School Committees and by other approved groups.

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