

NEW SCHOOL COMMITTEE MEMBER ORIENTATION

The School Committee and Superintendent will assist each newly elected member to understand the Committee's functions, policies and procedures.

In discussions with new members, the Chairman and/or Superintendent will clarify procedures that involve:

1. How a community member (parent, teacher, student, etc.) may make a request of the Committee; appropriate responses/actions of an individual School Committee member when a request is presented directly to him or her;
2. How School Committee members may make arrangement to visit schools, and the protocol associated with such visits;
3. How the School Committee members, assigned certain tasks or investigating certain problems, may request information or services of the school staff;
4. How the School Committee receives and examines complaints relating to personnel;
5. How and why executive sessions may be held; what is considered privileged information.

Each newly elected member will be given a copy of the School Committee's policy manual, a copy of the School Committee Handbook, and selected materials on school committees, including the Massachusetts Association of School Committees' handbook for members and the General Laws of Education Relating to School Committees.

To help members develop understanding of school programs and operations, the Superintendent shall request members of the professional staff to appear before the School Committee from time to time to present and discuss local programs and new developments in workshops. New members will be encouraged to attend meetings or workshops specifically designed for new School Committee members. Information will be provided relative to MGL Ch. 71 §36A, which requires professional development for School Committee members. Their expenses at these meetings will be reimbursed in accordance with established policy.

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