

## **NEW SCHOOL COMMITTEE MEMBER ORIENTATION**

In accordance with the requirements of Massachusetts General Law Chapter 71, Section 36A as amended on December 24, 2003, each new member elected to the School Committee of the Agawam Public Schools is required to complete, within 1 year of their election or appointment, at least 8 hours of orientation training. This 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 School Committee and Superintendent shall assist each new member to understand the Committee's functions, policies, and procedures of the Committee as soon after election as possible. All new members shall receive copies of all agendas, reports, and other communications received by Committee members. Each new member shall be given the following materials:

- A copy of the School Committee policy manual
- A copy of the Open Meeting Law
- A copy of the Conflict of Interest Regulations
- A copy of the district's budget
- Collective bargaining agreements and contracts
- Student and staff handbooks

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

The Chair and/or Superintendent shall also clarify the following policy:

- 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. (MASC) and should be encouraged to utilize 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 Committee policy.

REF: MASC 2007