



LINCOLN PUBLIC SCHOOLS
Lincoln, Massachusetts

NEW SCHOOL COMMITTEE MEMBER ORIENTATION

In accordance with the requirements of law, each new School Committee member elected to the School Committee is required to complete, within one year of their election or appointment, at least eight hours of orientation training. This orientation, provided by the Massachusetts Association of School Committees, 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.

Additionally, the School Committee and Superintendent shall assist each new member to understand the functions, policies and procedures of the Committee as soon after election as possible. Each new member shall be given or provided direct online access to the following materials:

- A. New School Committee welcome letter
- B. A copy of the School Committee policy manual
- C. A copy of the Open Meeting Law
- D. A copy of the Ethics/Conflict of Interest Regulations
- E. A copy of Selected General Laws for School Committees and School Personnel
- F. A copy of the district's budget
- G. Collective bargaining agreements and contracts
- H. Student and staff handbooks

The Chairperson and/or Superintendent shall also clarify expectations around:

- 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

The School Committee may convene special workshops for the primary purpose of orienting the new member to their responsibilities, to the Committee's method of operation, and to school policies and problems. Additionally, 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 utilize the services and resources MASC provides by attending meetings or workshops specifically designed for new Committee members.

LEGAL REF.: M.G.L. [71:36A](#)

Adopted at School Committee Meeting of November 9, 2017
Revised at School Committee Meeting of December 15, 2022