

# MASC File: BIA - 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. a copy of the School Committee policy manual
- B. a copy of the Open Meeting Law
- C. a copy of the Ethics/Conflict of Interest Regulations
- D. a copy of Selected General Laws for School Committees and School Personnel
- E. a copy of the district's budget
- F. collective bargaining agreements and contracts
- G. 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

Special workshops may be convened for the primary purpose of orienting the new member to his or her responsibilities, to the Committee's method of operation, and to school policies and problems.

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SOURCE: MASC July 2016

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

**Deleted:** 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. Their expenses at these meetings or workshops will be reimbursed in accordance with established School Committee policy. -

**Deleted:** CROSS REF: [BBBA/BBBB](#) School Committee Member Qualifications/Oath of Office -



Lincoln Public Schools  
Lincoln, MA 01773

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## PROCEDURES FOR NEW COMMITTEE MEMBER ORIENTATION

A new member of the School Committee is to be afforded the Committee's and staff's fullest measure of courtesy and cooperation. Committee and staff shall make every feasible effort to assist the new member to become fully informed about the Committee's functions, policies, procedures and problems.

1. If there is an interim between appointment and actually assuming office, the new member shall be invited to attend all meetings and functions of the Committee and shall receive all reports and communications normally sent to the Committee.
2. Special workshops may be convened for the primary purpose of orienting the new member to his or her responsibilities, to the Committee's method of operation, and to school policies and problems.
3. The Superintendent's Office will provide new members with copies of "Handbook for Massachusetts School Committee Members", "Goal Setting and Self Evaluation of School Boards", "Selected General Laws for School Committees and School Personnel", and the Lincoln Public School policy book.
4. The Code of Ethics (listed in "Handbook for Massachusetts School Committee Members") shall be discussed with new School Committee members and recommended as the standard for members' behavior which best leads to productive group activity.
5. The Committee Chairman and members of the administrative staff shall confer with the new member as necessary on special problems or concerns.

Revised at School Committee Meeting of December 17, 1984