

## **NEW SCHOOL COMMITTEE MEMBER ORIENTATION**

In accordance with the requirements of Massachusetts General Law Chapter 71, Section 36A as amended on December 24<sup>th</sup>, 2002, each new School Committee member elected to the Acton School Committee and the Acton-Boxborough Regional School Committee is required to complete, within one year of their election or appointment, at least eight hours of 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.

The School Committees and Superintendent shall assist each new member to understand the Committees' functions, policies and procedures of the Committees as soon after election as possible. Each new member shall be given the following materials:

- A. A copy of the School Committees policy manual
- B. A copy of the Open Meeting Law
- C. A copy of the Conflict of Interest Regulations
- D. A copy of the district's budget
- E. Collective bargaining agreements and contracts
- F. Student and staff handbooks

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

The Chair and/or Superintendent shall also clarify policy:

- 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

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