

NEW SCHOOL COMMITTEE MEMBER ORIENTATION

A new School Committee member or member-elect of the school unit shall be afforded the fullest measures of courtesy and cooperation by the School Committee and staff. Every feasible effort shall be made to assist the new member to become fully informed about the School Committee's functions, policies, procedures, and current issues.

- A. In the interim between appointment/election and actually assuming office, the new member will be invited to attend meetings and functions of the School Committee and is to receive reports and communications normally sent to School Committee members.
- B. New members will be encouraged to attend appropriate out-of-district orientation and boardmanship workshops. Activities involving the possible reimbursement of expenses should be cleared first with the School Committee Chair or Superintendent.
- C. The new member is to be provided with copies of all appropriate publications and aids, the School Committee policy manual, and publications of the national and state School Committees associations including the MSBA Handbook.
- D. An orientation session is to be scheduled and conducted by the Chair and the Superintendent for any new School Committee member(s) as soon as practical. Ample time to be provided for the roles and responsibilities of the School Committee and individual members to be discussed, along with the basic ways the School Committee functions, general information about the school system, and resources which are available. All School Committee members are to be invited to the orientation session and encouraged to attend. The experience should serve as a useful review of basic boardmanship concepts for experienced members as they provide information and counsel to new members.
- E. The School Committee Chair and members of the administration staff will also confer with the new members as necessary on special problems or concerns.

Adopted: February 11, 1999

Revised: **March 12, 2002**