

<i>Policy</i>	<i>Title</i> SCHOOL COMMITTEE NEW MEMBER ORIENTATION	<i>Code</i> BIA
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HOLLISTON

It is the responsibility of the Holliston School Committee to assist each newly elected member to understand the School Committee's roles, responsibilities, policies and procedures. The superintendent will also assist in the orientation process.

Each newly elected member will be given a copy of or online access to:

- *All current contracts
- *School Handbooks
- *Athletic Handbook
- *Massachusetts General Laws
- *Organizational Charts with titles and names of Central Office and each school office
- *List of telephone numbers and e-mail addresses of all School Committee members, and Administrators.
- *Strategic Plan
- *School Improvement Goals
- * Most recent budget
- * The Holliston School Committee Policy Manual
- *District Improvement Goals

In addition, Massachusetts law requires that all new School Committee members participate in a minimum of eight hours (8) of supervised training covering the following types:

- *School Finance
- *Open Meeting Law
- *Public Records Law
- *Conflict of Interest Law
- *Special Education Law
- *Collective Bargaining
- *School Leadership Standards and Evaluations
- *School Committee Roles and Responsibilities

In addition to the Conflict of Interest Law training mandated above, all incoming School Committee members must complete an online training program prepared by the State Ethics Commission and provide evidence of satisfactory completion to the Town Clerk, where it must be retained for six (6) years.

First Reading:	February 1, 2001
Second Reading:	April 26, 2001
Third Reading:	Waived
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Policy Amended:	March 4, 2010; November 1, 2013; December 10, 2015
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Legal References:	MGL c. 71, sec. 36A; c. 268A
Policy Cross Reference:	BIBA; BBA/BBB
Procedure Reference:	