

BIA NEW SCHOOL COMMITTEE MEMBER ORIENTATION

When a new Committee member has been appropriately approved by the member's appointing authority and sworn in that member shall immediately be given a copy of this policy and shall

Be offered:

- An introductory meeting with the Superintendent-Director and administrative staff.
- A detailed tour of the school.
- An introductory meeting with the Committee officers.
- An opportunity to join one of the subcommittees.

Be given a link to online copies of the Committee's onboarding materials including but not limited to:

I. THE MINUTEMAN DISTRICT

[About the District](#)

[Map of District Towns](#)

[Current Minuteman School Committee Members](#)

[School Committee Subcommittees](#)

[The Minuteman Regional Agreement 3/11/16](#)

II. THE CURRICULUM

Education Program Plan Outlining the Academies

III. THE BUDGET

[Finance Office Web Page](#)

[Budget Book Q](#)

IV. STAFF RELATED

[Superintendent's Contract, Goals, and Evaluation](#)

[Current Collective Bargaining Agreement with Minuteman Faculty Association.\)](#)

V. BACKGROUND ON ROLE OF SCHOOL COMMITTEE MEMBER

[Minuteman School Committee Member Job Description](#)

[Representation on the School Committee](#)

ORIGINAL ADOPTION: 1/6/09

REVISION: 12/16/21

FIRST READING: 12/16/08

SECOND READING: 1/6/09

ADOPTION: 7/21/09

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

[Administrative Detail for New School Committee Members \(Requirements and Trainings\)](#)

[Excerpt from Regional Agreement on Appointments](#)

[School Committee Member Appointing Authority](#)

[Excerpt from Regional Agreement on Weighted Voting](#)

[Weighted Voting Chart 7/1/21](#)

VI. MISSION AND VALUES

[Minuteman Mission Statement](#)

[Philosophy and Goals](#)

[Guiding Values](#)

[Minuteman School Committee Goals](#)

VII. POLICIES

[Policy Manual](#)

[Specific Policy: BBAA SC Powers and Duties](#)

[Specific Policy: BBA SC ByLaws](#)

[Specific Policy BEDD SC Rules of Order](#)

[Specific Policy BDD SC/Superintendent Relationship](#)

VIII. MASS. GENERAL LAWS

[MGL Ch 71 Sec. 16-16I Specific to Regional School Districts](#)

[MGL Ch. 71 Sec. 37 General School Committee Powers and Duties](#)

[MGL Ch. 71 Sec. 59 Responsible to Appoint Superintendent and Assistant Superintendent \(s\) upon Superintendent's Recommendation](#)

[MGL Ch. 71B Sec 3A Responsible to Appoint Administrator of Special Education](#)

[MGL Ch. 74 Specific to Vocational Education](#)

[DESE Ch. 74 Manual](#)

IX. STRATEGIC PLANNING

[Strategic Planning Group Report for Goal 1: Board Development](#)

- Massachusetts General Laws (MGL) Chapter 74
- Open Meeting Law Guide and Educational Materials
- Summary of the Conflict of Interest Law for Municipal Employees, and information on how to complete the Online Training Program for Municipal Employees

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- 603 CMR 4.00 et seq.

A username and password will be issued for access to email and electronic files on the Minuteman website, www.minuteman.org.

Be made aware of procedures that involve:

- How a community member (parent, teacher, etc.) may make a request of the Committee; appropriate responses/actions of an individual Committee member what a request directly presented to him or her.
- How Committee members may make arrangements to visit schools, and the protocol associated with such visits.
- How the school committee members, assigned certain tasks or investigating certain problems may request information or services of the school staff.
- How the Committee receives and examines complaints relating to personnel.
- How and why executive sessions may be held; what is considered privileged information.

New members will be encouraged to attend meetings or workshops specifically designed for new Committee members. Their expenses at these meetings will be reimbursed in accordance with established policy.

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