

NEW BOARD MEMBER ORIENTATION/HANDBOOK

Each newly elected member of the Bristol Warren Regional School Committee will be offered an orientation process to ensure that he/she can more quickly contribute effectively to the work of the full committee. The orientation will help with understanding of roles and responsibility, policies and procedures, and the school district's operations.

It is the responsibility of the members of the School Committee to make sure new members receive proper orientation. Some of these duties are carried out by the School Committee, while others are carried out by the Superintendent or designated staff.

1. New School Committee members are provided with the following materials through the Superintendent's Office. These materials should be provided as soon as reasonable following an election and are coordinated between the Superintendent's Office and the School Committee.

- School Committee Handbook
- [Policy Manual](#)
- [Minutes from the past year](#)
- A welcome brochure listing members and administrators names, sub-committees and descriptions, general information on meetings, and a committee mission statement.
- [Contracts-teachers, council 94](#)
- Current School Committee Goals
- [Districts' Mission Statement](#)
- [Organizational Chart](#)
- [Curriculum guide](#)
- Copies of School Handbooks for each school:
[Colt Andrews Elementary School](#)
[Guiteras Elementary School](#)
[Hugh Cole Elementary School](#)
[Kickemuit Middle School](#)
[Mt. Hope High School](#)
[Rockwell Elementary School](#)
- Copy of [Superintendent's Goals](#) and [Superintendent's Evaluation Form](#)
- [Strategic Plan and Technology Plan](#)
- [Current Financial Audit Report](#)
- Any other materials which may be deemed helpful and informative

- [RI Education Laws and Rules](#)
 - Current list of pending legal actions
 - [BWRSD Enabling Legislation](#)
2. The following items are also part of new member orientation.
 - New members are invited to meet with the Superintendent and other Staff to discuss services they perform for the Committee.
 3. Board members will be invited to attend all board meetings and functions, including executive sessions, and to participate in discussion.
 4. New members will be invited and encouraged to attend the RIASC orientation session.
 5. Each new member is assigned a mentor/who is a member of the School Committee. The mentor works with the new member through their first year on the Committee to explain Committee and town processes, the budget and work of the various sub-committees.
 6. Each new member is encouraged to tour the district's buildings and classrooms.
 7. A special meeting of the full school committee will be set up to go over questions and concerns of the newly elected members.

Adopted: November 20, 2000

Revised: February 24, 2025