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NEW SCHOOL COMMITTEE MEMBER ORIENTATION

The Webster School Committee and Superintendent shall assist each new member to understand the Committee's functions, policies and procedures of the Committee as soon after election as possible. All new members shall receive copies of all agendas, reports, and other communications received by Committee members. Each new member shall be given the following materials:

A. A copy of the School Committee 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 chairperson and/or the Superintendent determines to be necessary. The Massachusetts Association of School Committees, Inc. shall furnish a copy of the latest Massachusetts General Laws relating to education.

The chairperson 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

In districts where members are appointed as well as elected, prior to assuming their official duties (i.e. cities) they may be invited to attend all meetings of the Committee with the exception of executive sessions.

Whether appointed or elected, new members should be advised that they are also members of the Massachusetts Association of School Committees, Inc. and should be encouraged to utilize the services and resources MASC provides by attending meetings or workshops specifically designed for new Committee members. Their expenses at these meetings or workshops will be reimbursed in accordance with established Committee policy.