

**File: BIA****NEW SCHOOL COMMITTEE MEMBER ORIENTATION**

New School Committee members are required to complete, within one year of their election or appointment, at least eight hours of Massachusetts Association of School Committee orientation training.

The School Committee Chair or designee and the Superintendent will meet with each new member to orient them to the functions and procedures of the committee. At that meeting, a review of the following materials will take place.

- A. Sharon Public School Policy Manual
- B. Open Meeting Law
- C. Conflict of Interest Law
- D. School Budget and budget adoption timeline
- E. Five Year Capital Outlay Plan and Capital Outlay adoption timeline
- F. Collective Bargaining Agreements and Contracts, and their negotiation history
- G. Student and Staff Handbooks
- H. School Improvement Plans
- I. Robert's Rules of Order
- J. Information about Massachusetts Association of School Committees services
- K. Any other materials the Chair and/or the Superintendent determine to be necessary.

The Chair and/or Superintendent shall also clarify policy regarding:

- A. Arranging visits to schools or administrative offices
- B. Requesting information about school district operations
- C. Responding to community requests/complaints concerning staff or programs
- D. Handling confidential information
- E. School Committee governance and operations

Legal Ref.: M.G.L. 71:36A, Orientation for School Committee Members

Revised: June 22, 2011