

New School Committee Member Orientation

In accordance with the requirements of Massachusetts General Law Chapter 71, Section 36A as amended on December 24, 2002, each new School Committee member elected to the Harvard School Committee is required to complete, within 1 year of their election or appointment, at least 8 hours of orientation training. This orientation shall include, but is not limited to, a review of School Finance, the Open Meeting Law, Public Records Law, Conflict of Interest Law, Special Education Law, Collective Bargaining, School Leadership Standards and Evaluations, and the Roles and Responsibilities of School Committee Members.

The 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. Each new member shall be given the following materials:

1. A copy of the School Committee Policy Manual
2. A copy of the Open Meeting Law
3. A copy of the Conflict of Interest Regulations
4. A copy of the district's budget
5. Collective bargaining agreements and contracts
6. Student and staff handbooks

Each new member shall also receive any other materials the Chair and/or the Superintendent determine to be necessary.

The Chair and/or Superintendent shall also clarify policy:

1. arranging visits to schools or administrative offices
2. requesting information regarding school district operations
3. responding to community requests/complaints concerning staff or programs
4. handling confidential information

Whether appointed or elected, new members should be advised they are also members of the Massachusetts Association of School Committees, Inc. provided the Harvard Public Schools is a member. New members are 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 may be reimbursed in accordance with established School Committee policy.

APPROVED: October 23, 2006

LEGAL REF.: M.G.L. 71:36A
 DKC, Expense Reimbursements