

Nashoba Regional School District

New School Committee Member Orientation and Information

Welcome to the Nashoba Regional School Committee! We are glad you are joining us. We have put information in this folder to help you become acclimated to your new role, and to familiarize you with how the School Committee (SC) works, our role and the rules that govern our work.

New SC members are required to complete, within a year of their election or appointment, at least eight hours of orientation training. This orientation is required by state law, specifically Massachusetts General Laws, chapter 71, section 36A, as amended on December 24, 2002. Orientation must include the following topics, but it is not limited to a review of these topics.

- School Finance
- Open Meeting Law
- Public Records Law
- Conflict of Interest Law
- Special Education Law
- Collective Bargaining
- School Leadership Standards and Evaluations
- Roles and Responsibilities of School Committee Members

Aleta Masterson, who is the Executive Assistant to Superintendent Clenchy, will contact you to register you for the Massachusetts Association of School Committee (MASC) workshop, "Charting the Course," which fulfills the new SC orientation requirements of the state law.

It is important for you to have an understanding of the SC's functions, policies and procedures as soon after your election as possible. There is a lot to learn, and it will take time to absorb it all. Don't worry! Your fellow SC members are here to help you. Please also take time to begin reviewing the following materials, which are either contained in this folder or available at www.nrsd.net.

In This Folder:

- Selected School Committee Policies
SC By-Laws (AAA), SC Powers and Duties (BBA), SC Member Authority (BBAA), SC Member Ethics (BCA) and School Committee Meetings (BE)
- Open Meeting Law Guide
- Summary of the Conflict of Interest Law for Municipal Employees
- Robert's Rules of Order "Cheat Sheet"

Available on the District Website (www.nrsd.net):

- Additional School Committee Policies
- Past, current and proposed District Budgets
- Collective Bargaining Agreement, Unit A
- Collective Bargaining Agreement, Unit C

Student and Staff Handbooks for each school are also available on the district website on each school's webpage. The district schools, and the town and grades they serve, are:

- Center School (Stow, grades PreK-5)
- Hale Middle School (Stow, grades 6-8)
- Florence Sawyer School (Bolton, grades PreK-8)
- Mary Rowlandson Elementary School (Lancaster, grades PreK-5)
- Luther Burbank Middle School (Lancaster, grades 6-8)
- Nashoba Regional High School (located in Bolton, for students from all 3 towns in grades 9-12)

Your orientation will also cover these additional important topics:

- Arranging visits to schools or the administrative offices
- Requesting information regarding school district operations
- Responding to community requests/complaints concerning staff or programs
- Handling confidential information.

There is a form in this folder called, "New School Committee Member Set Up" that asks for information needed to add you to our web site, email and list serve. There is also a "Criminal Offender Record Information (CORI) Acknowledgement Form," a double-sided document. That form needs to be completed and submitted with a drivers' license or other identification so the district can perform a so-called "CORI Check." This needs to be completed before you visit the schools where you may have unmonitored contact with the students. Please complete both forms and return them to Aleta Masterson in the Office of the Superintendent of Schools.

Again, welcome to the School Committee. If you have any questions or concerns, please reach out directly to Chairperson Lorraine Romasco at LRomasco@gmail.com.