



The Nashoba Valley Technical High School

New Member
Mentoring Program

Nashoba Tech's Portrait of a Graduate



**What I Wish I
Had Known
When I Was a
New Member**

**Or:
The Who, What,
When, Where,
Why, and How
of
School
Committees**

First Things First

The Why

The Students.

The Who

The “Chain of Command.”

Who do I contact and how?

The What

What am I responsible for?

And, what am I not?

The Where

Where do I find all the
information I need?

Where are the meetings?

The When

When does the committee meet?

When do the subcommittees meet?

When does the committee work on handbooks, or the budget, or contracts?

The How

How does the committee
make decisions?

How does the
Open Meeting Law apply?

How do I address
constituents' concerns?

Chair and New Member Meeting #1

Lunch and a Building Tour

1. Ensure the member has been sworn in and remind them to complete the online state mandated ethics training.
1. Take the member to the administrative office and have them complete the CORI paperwork and take their ID photo.
1. Provide the member with copies of, or direct them to where online to find:
 - a. Budget
 - b. Policy Manual
 - c. Contracts
 - d. Calendars
 - e. Operating Protocols
 - f. Portrait of a Graduate

Chair and New Member Meeting #1

Lunch and a Building Tour

4. Provide assistance in accessing the Nashoba Tech App and Board Docs system.
5. Go over meeting protocols.
5. Remind them to sign up for the MASC Charting the Course workshop and email updates.
7. Let them know about the MASC annual events such as the Day on the Hill in the spring and the Joint Conference with MASS in the fall.

Chair and New Member Meeting #2

Introductions and Operations

1. Ask if they have any questions about how to access Board Docs and ensure that they have access to their district email.
2. Make introductions and meet with the following Administrators for 15 minutes each to give an overview of their roles and responsibilities: the Principal, the Director of Vocational Education, and the Director of Student Services.
3. Review the day to day operations of the building.
4. Ask if they have any other questions.

Chair and New Member Meeting #3

Refreshers, Check In, and More Introductions

1. Ask if they have any questions about the process so far.
2. Remind them to sign up for Charting the Course and take the online ethics training.
3. Make introductions and meet with the following Administrators for 15 minutes each to give an overview of their roles and responsibilities: the Business Manager, the Assistant Business Manager, and the Facilities Director.

Chair and New Member Meeting #4

More Introductions and Protocols

1. Ask if they have any questions about the process so far.
2. Introduce them to the Union President.
3. Review meeting protocols and emphasize the importance of being prepared for meetings.
4. Review the standing subcommittees and their functions.
5. Ask if there are any in particular that they would like to join.
6. Introduce them to the Superintendent.
7. Review the roles and responsibilities of the School Committee, the Superintendent, and the working relationship between them.

Additional Information to Consider:

This program is designed for a member who is new to all aspects of committee work and town governance.

The program can and should be tailored to fit the needs of the members and the district.

The goal of the program is to familiarize new members with the district, the staff, and the roles, responsibilities, and expectations between them.

Thank You To:

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Chair Charlie Ellis – Littleton

Presentation By:

Chair Charlie Ellis – Littleton
Member Alicia Mallon – Westford

QUESTIONS?