

**HOPKINTON SCHOOL COMMITTEE POLICY
CHECKLIST FOR NEW SCHOOL COMMITTEE MEMBERS**

Suggested checklist for newly sworn-in School Committee members

- ☐ Familiarize yourself with [Open Meeting Law](#)
- ☐ Familiarize yourself with SC Norms of Communication
- ☐ Reach out to Superintendent to set up official email, ID badge, and key FOB (for access to schools), a guided tour of the buildings (if desired), an informational meeting with the business manager and the special education director
- ☐ Get access to SC Shared Folder with Meeting Packets and other supporting material
- ☐ Sign-up for [MASC](#) workshops
- ☐ Understand practices for adding an agenda item
- ☐ Understand practices for creating a new subcommittee
- ☐ Familiarize yourself with various sub-committees and the work involved
- ☐ Familiarize yourself with the types of Meetings:
 - Regular
 - Executive Session
 - Special
- ☐ Meet the district's administrative assistant
- ☐ Complete [Massachusetts Ethics Training](#) - every 2 years
- ☐ Annually acknowledge receipt of a summary of the Massachusetts Conflict of Interest Law

First Reading

January 10, 2019

Second Reading

Adopted

Legal References

M.G.L. [71:36A](#)

Policy Cross Reference

BIA-New School Member Orientation

9.21.2021