Forrest M. Bird Charter Schools No. 487

THE BOARD OF DIRECTORS **1110 P2**

New Board Member Onboarding Procedure

Purpose
The proposed New Board Member Onboarding Procedure establishes a consistent process for welcoming, orienting, and supporting new members of the Forrest M. Bird Charter School Board of Directors. The goal is to ensure new members understand their governance responsibilities, become familiar with the school and its priorities, and feel supported as they transition into their role.

Onboarding Process

1. Initial Orientation
Following appointment to the Board, new members will meet with the Board Chairman or designee to review:

- Board member roles and responsibilities
- Attendance and participation expectations
- Confidentiality and ethical responsibilities
- Conflict of interest requirements
- The Board Member Commitment Agreement and other required acknowledgements
- The school's mission, vision, and strategic priorities

2. School & Board Orientation
New members will receive an overview of:

- Forrest M. Bird Charter School's history and mission
- Current strategic priorities and long-term goals
- Recent Board decisions and ongoing initiatives
- Upcoming projects and school improvements
- Board structure, committees, and governance procedures

New members will also receive access to key Board materials, including bylaws, policies, meeting schedules, minutes, financial reports, and other governance documents.

3. Program & Operations Overview
School leadership will provide an overview of the school's educational programs and operations, including:

- Academic programs and curriculum
- Student support services
- Extracurricular and enrichment opportunities

- School operations and administration
- Community partnerships
- Charter requirements and accountability

The focus will be on providing new Board members with a broad understanding of the school rather than requiring them to become experts in every operational area.

4. Board Mentor
New Board members will typically be paired with an experienced Board member to serve as a mentor.
The mentor will help the new member:

- Understand Board procedures and meeting expectations
- Become familiar with Board terminology and processes
- Navigate Board culture and committee work
- Prepare for and participate in meetings
- Have a resource for questions between meetings

5. Ongoing Support
Onboarding will be viewed as an ongoing process rather than a single orientation session. New Board members will be encouraged to ask questions, review materials before meetings, participate in committee work, and engage with Board members and school leadership as they become familiar with their responsibilities.

Policy History:
Adopted on: Sept. 16, 2026
Revised on: