



Board Orientation & Mentoring Policy

After being voted onto the Board, new Board members will attend a mandatory orientation session which will be conducted by the Board Chair, the Executive Director, their assigned Board Mentor and/or the Chair of the committee the new Board member will join. This orientation session will be held between the Board meeting at which the member was elected and the following Board meeting and will cover:

- A comprehensive review of the mission and vision
- A history of MSCS' creation and the Board
- Roles and responsibilities of the Board and Executive Director
- Signing of the Board Member Agreement
- Assigning a MSCS gmail account
- Sharing pertinent documents on Google Drive with the new Board member including Bylaws, Articles of Incorporation, CSI Contract, Charter Application and Appendices
- Overview of the Bylaws
- Review of the current budget and financial history
- The new Board member's role on their chosen committee
- Current work being done on the committee and by the Board
- Assignment of an existing Board member mentor
- Submission of photo and bio for the school's webpage
- Establishing access to Board on Track
- Providing access to pertinent usernames and passwords
- Tour of the school, given by the Executive Director
- Discussion on *Understanding Waldorf Education* by Jack Petrash

The following packet of materials will be provided to the new board member(s) at the mandatory orientation session:

- Charter Application, with governance-focused sections indicated/highlighted
- Policy manual and Bylaws
- Board of Directors Handbook and Member Agreement

- Schedule of current year's Board meetings and other important dates
- Standing committee descriptions
- Organizational chart
- Board member biographies/resumes
- Board members' contact information
- Current budget

Mentorship and Review

The Board member mentor will guide the new Board member through the Board's workflow systems by:

- Introducing the new Board member to Board on Track
- Introducing the new Board member to Google Calendar and Drive functionality
- Introducing the new Board member to the online CDE training modules. Provide link and instructions.
- Providing the new Board member with highlights on Sunshine Law and corresponding email communication guidelines
- Promptly responding to questions the new Board member may have and being a resource of information

Upon 3 months of service or as needed, the new Board member may request a review meeting with the Board Chair, the Executive Director, the Chair of the committee the Board member joined, and the Board member mentor in order to discuss:

- Any feedback regarding the orientation process
- The new Board member's understanding of the Board's working process on Google and Board on Track
- The new Board member's suitability for the committee he/she has joined