

Title: Procedure for new board member selection and orientation

Control Information

Control Item	Details
Owner/Curator	Mark Hazelton
Policy #	KVP1006
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Revision History

Revision	Date	Revision Description	Originator
A	10/07/02	Initial Release	Mark Hazelton
B	10/21/06	Include board selection process	Mark Hazelton
C	11/20/2023	Add Board Candidate questionnaire	Mark Hazelton

1. Process for new board member selection and orientation.

1.1. Objective:

The objective of this policy is the following

1. Provide the steps for new board member selection.
2. Provide list of orientation materials and the process for reviewing

1.2. Steps for selecting a new board member:

The process for selecting a board member:

1. Board members will invite candidates by voting in a regular meeting.
2. Candidates will attend 3 meetings.
3. Candidates will review the orientation materials as described in 1.5.
4. Board votes to accept or not at a regular board meeting.

1.3. Terms of office:

The terms of office shall be matched to finish and end with the terms described in the by laws. The purpose is to allow the selection of board members in the middle of terms.

1.4. Definitions:

The following definitions will help in understanding the table below

1. The person or group accountable has the final say on decisions and method for the task.
2. The person or group responsible performs the task.
3. The person or group informed is notified of the results.

1.5. Board Member Recruitment Questionnaire:

Name *

Email Address *

Phone *

Why are you interested in becoming a KVCS board member? *

Have you read Kings Valley policy #KVP1006b and do you understand the process for becoming a board member? Do you have any questions with regards to the process? *

#KVP1006b Procedure for Board Member Selection and Orientation

Do you have any real or perceived conflicts of interest? If yes, please explain. *

Conflicts of interest including being an employee, or a spouse/family member of an employee, or deriving income from KVCS, PSKV, or any other connected party; Any other perceived conflict of interest; Having a child enrolled in the school is not considered a conflict of interest.

Have you read the KVCS Mission Statement and Mission Definition? *

Mission overview - Strong fundamentals, Hands-on, Individualized education, Promoting positive attitude and self-confidence, Local governance and accountability; Mission Definition KVK1005b

- () Yes
- () No

Do you agree with the KVCS mission? As a board member would you be committed to upholding the mission? Please specify if there are parts of the mission definition that you disagree with and explain why you disagree and what changes you would like to see be made, if any. *

The KVCS community is representative of a very diverse population with regards to several cultural and socio-economic factors. The KVCS board is committed to decision-making based on consensus as much as possible. Do you see yourself as an individual who can bring ideas to the table, but who can also put aside personal preferences and make decisions based on the KVCS mission, and the overall well-being of the school, even if it means compromising on your own personal perspective? *

The KVCS board is responsible for making decisions that impact not only the current reality, but also the long-term direction and success of the school. To this end, we seek board members who are committed to maintaining steady and consistent leadership. Please describe your current level of commitment to the longevity

of your leadership at KVCS. *

One critical aspect of serving on the KVCS board is the fiscal management of the school. Do you have any experience with the fiscal management of a business? Do you see yourself as an individual who can navigate responsible risk-taking, with regards to the KVCS budget? Please explain. *

What skills would you bring that may be beneficial to the KVCS board, e.g. skills related to consensus building, ability to think deeply, grant writing, fiscal management, experience with a non-profit, etc.? *

Are you committed to attending the monthly board meetings? *

- Yes
- No

Are you committed to attending emergency meetings in addition to the regular monthly board meetings if you are available to do so? *

- Yes
- No

Any other comments or questions?

1.6. Orientation materials:

Step	Detail	Description of the method.	Who is accountable	Who is responsible	Who is informed
Review Bylaws	Read	Document # KVP1008	Board chair	New board member	Board
	Review with board member		Board chair	New board member	Board
Mission definition	Read	Document #KVK1005	Board chair	New board member	Board

Kings Valley Charter School policy

Step	Detail	Description of the method.	Who is accountable	Who is responsible	Who is informed
	Review with board member		Board chair	New board member	Board
Review Strategic Plans	Read	Document # KVK1004	Board chair	New board member	Board
	Review with board member		Board chair	New board member	Board
School improvement plan	Read	Document #KVK1012	Board chair	New board member	Board
	Review with board member		Board chair	New board member	Board
Review relevant ORS	Read	Document # KVK1000	Board chair	New board member	Board
	Review with board member		Board chair	New board member	Board
Review accountability plan	Read	Document # KVP 1001	Board chair	New board member	Board
	Review with board member		Board chair	New board member	Board
Review Charter	Read		Board chair	New board member	Board
	Review with board member		Board chair	New board member	Board
Review KVCS History	Read		Board chair	New board member	Board
	Review with board		Board chair	New board	Board

Kings Valley Charter School policy

Step	Detail	Description of the method.	Who is accountable	Who is responsible	Who is informed
	member			member	
Review public meeting law	Read		Board chair	New board member	Board
	Review with board member		Board chair	New board member	Board
Review current operations budget	Read		Board chair	New board member	Board
	Review with board member		Board chair	New board member	Board
Review 5 year budget estimates	Read		Board chair	New board member	Board
	Review with board member		Board chair	New board member	Board
Review all policies and procedures	Read		Board chair	New board member	Board
	Review with board member		Board chair	New board member	Board
Physically view location of documents	Electronic	View the website	Board secretary	New board member	Board
Review minutes	Read	Skim for key votes and discussions	Board secretary	New board member	Board
	Review with board member		Board secretary	New board member	Board

Kings Valley Charter School policy

Step	Detail	Description of the method.	Who is accountable	Who is responsible	Who is informed
Meet with staff	Schedule meeting with administrator after reading documents	Meeting the staff as a group or individually.	Administrator	New board member	Board
Meet with each board member	Schedule individual meetings	Understand each board member perspective.	Board chair	New board member	Board
Question and answer time with entire board	Discussion	Chance to get board opinions on important questions generated by the new board member	Board	Board chair	Board
Review officers and directors insurance policy	Read		Board chair	New board member	Board
	Review with board member		Board chair	New board member	Board