

# Board Committee Report

## Governance Committee

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**Date of Report:** May 14, 2023

**Written/ Submitted by:** Becky Lund (GC Chair)

**Date of Last Meeting:** May 8, 2023

**Date of Next Meeting:** June 12, 2023 (beginning at 6:00 pm)

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### Motion/ Action Items for the Board Meeting:

**For the Consent Agenda:**

1. Accept the results of the 2023 Board Election (Bavi Weston, Todd Sample, Jeremy Hubbell, and Nneka Constantino for 3-year terms and Theresa Nelson for a 1-year term)
2. 2<sup>nd</sup> reading/ potential approval of revised policy 412 (Expense Reimbursement)
3. 2<sup>nd</sup> reading/ potential approval of revised policy 417 (Chemical Use and Abuse)
4. 1<sup>st</sup> reading of revised policy 418 (Drug-Free Workplace)
5. 1<sup>st</sup> reading of revised policy 419 (Tobacco-Free Environment)
6. 1<sup>st</sup> reading of NEW policy (#TBD) Racial Equity

NOTE: The new Racial Equity policy was drafted by the Racial Equity Committee, shared with our attorney, and reviewed by the Governance Committee before being recommended to the Board. The Governance Committee further recommends that this policy be reviewed yearly for a few years to ensure that it fits our practices especially as we move forward with the strategic plan.

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### 2022-2023 Governance Committee Goals

Goal	Notes	Due Date/ Complete?
<b>Work with the Executive Director to review and recommend policies that support Nova's mission.</b>	The Instructional Leadership team is taking on 1 – 2 policies a week and giving feedback on them. (As this year's policies are very administrative-focused.)	<p>June 2023</p> <p>As of our April meeting, the GC has reviewed 18 policies and has 5 policies left on this year's list.</p> <p>We are also recommending a new Racial Equity policy which was drafted by Nova Classical's Racial Equity Committee.</p>

<p><b>Provide the 2022 Election Report and conduct the 2023 board election.</b></p>	<p>The election concluded at 4:00 pm on Monday, May 8. 34.2% of voters participated. There were minor issues with approximately 10 people being unable to access their ballots or not receiving ballots. All issues received before 2:00 p.m. on the 8<sup>th</sup> were addressed. However, 3 emails with issues were sent after that time and weren't able to be addressed before the end of the election.</p>	<p>The results of the election are being submitted for Board approval at the May meeting. Notes were made to include in the 2023 Election Report, which is due to the Board by October. (Further areas to increase participation, feedback regarding the Candidate Forum, etc.)</p>
<p><b>Implement and update the board training process.</b></p>		<p>Ongoing.</p>
<p><b>Create a process and implement to ensure 3-4 people serving on the Friends of Nova board on a rotating basis.</b></p>	<p>The Governance Committee has written down a process (see next page) and recommends including it in the Governance Chair Role portion of our Board Training Document. At this time, we do not feel that it needs to be a policy.</p>	<p>June 2023</p>

## **Friends of Nova Board**

Friends of Nova (FoN) is Nova Classical's affiliated building corporation. They are Nova Classical's landlord because charter schools are not allowed to own buildings. FoN was created to own the property and lease it to Nova Classical. All members of the Friends of Nova board are appointed by the Nova Classical Board of Directors and may be removed at any time by the Nova board. Otherwise, the members serve until they resign or their term (generally, a three-year period) ends. The FoN bylaws require that its board have at least four members, but should not exceed seven members.

The FoN Board must meet at least once per year (annual meeting) to elect officers, complete conflict of interest forms, and sign documents necessary for the function of the entity, but Nova Classical does all of the work. If Nova Classical goes through another bond refunding, seeks new bonds, or begins a building project there would be an additional time commitment.

## **Governance Committee's Role**

1. Monitor the membership and terms of the members of the FoN board.
  - a. Make recommendations to the Nova Classical Board to appoint new members as needed or to renew current members who wish to have another term.
    - i. The GC will provide a yearly update to the Board stating the membership and terms in June along with any recommendations for new/renewed members.
  - b. Solicit new members as needed.
    - i. Utilize candidates from the Nova Classical election.
2. Monitor the membership needs of the FoN board based on feedback from the Executive Director, current members of the FoN board, and the Nova Classical board.
3. Ask the Nova Classical board to appoint 1 Nova Classical board member each July to serve on the FoN board for a 1-year term and act as a liaison between the two boards as needed.
4. Work with the Executive Director as needed to ensure that the Nova Classical Facilities Director is a "permanent member" of the FoN board. (Permanent as long as they remain in that position at Nova Classical or until otherwise over-ridden by the Nova Classical board.)
5. Ideally, the Governance Committee will follow this timeline each year:
  - a. Determine membership needs in early May.
  - b. Solicit potential members in late May.
  - c. If needed, interview potential members at the June GC meeting.
  - d. Make a final recommendation to the Nova Classical board in June.
  - e. Have the members approved at the June board meeting.
  - f. New (or renewed) FoN board members start their term on July 1, same as the Nova Classical board members.

## **Miscellaneous**

Unless otherwise specified in this document or by later action of the Nova Classical board, the terms of FoN board members shall be for three years, ending on June 30.