

**NOVA CLASSICAL ACADEMY**  
**MANUAL OF POLICIES APPROVED BY THE BOARD OF DIRECTORS**

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**POLICY NP 206:**

**BOARD MEMBER ORIENTATION AND TRAINING**

**I. PURPOSE**

The purpose of this Policy 206 is to provide for the orientation of new board members and ongoing training for all board members.

**II. GENERAL STATEMENT OF POLICY**

Nova Classical's Board has an obligation to provide a thorough orientation process for new board members and an effective, ongoing training process for all board members to ensure that board members have access to the knowledge, skills, and resources to effectively govern the school. The Board Chair or designee is responsible for the implementation of this Policy NP 206.

**III. ORIENTATION OF NEW BOARD MEMBERS**

Recognizing its obligation to provide a proper orientation to new board members, the Board shall provide an orientation for each new board member. The orientation shall consist of:

- A. Upon their election or appointment, each new board member is required to read documents including, but not limited to, the following:
  - a. Nova's Bylaws
  - b. Nova's policies NP 201 – NP 210
  - c. Nova's overviews of the Grammar, Logic, and Rhetoric stages
  - d. Other as assigned
- B. The Board Chair may appoint a mentor to assist each new board member with orientation during the new member's first year of board service;
- C. Within 90 days of the commencement of each new board member's service, the Executive Director shall meet with the new member(s) and may take such additional steps as reasonably necessary to familiarize the new board member(s) with the school;
- D. The chair of each standing, ad hoc, and advisory committee and/or task force, and a representative of the Nova Classical PTO may meet with and/or invite new board member(s) to attend a regular meeting of their group.

**IV. TRAINING OF BOARD MEMBERS**

- A. **New Board Members.** As required by Minnesota charter school law statute, before beginning their term, each new board member is required to complete training on a charter school board's role and responsibilities, open meeting law, and data practices law.

Additionally, every charter school board member shall attend Minnesota Dept. of Education approved training on board governance, the board's role and responsibilities, employment policies and practices, and financial management. A board member who does not begin the required training within six months of being seated and complete the required training within 12 months of being seated on the board is ineligible to continue to serve as a board member and may not be elected or appointed to a charter school board for a period of eighteen (18) months. The board secretary will track that board members have completed their training.

Nova Classical is responsible for covering the costs related to new board member training.

**B. New and Experienced Board Members.** As required by Minnesota charter school law statute to provide and require ongoing education, reflection, and training opportunities for all board members, the Board shall complete an annual assessment of training needs of individual members and the full Board. Using this data, the Board Chair, in consultation with the chair of the Governance Committee, shall propose an annual list of goals and training to improve the efficiency and effectiveness of the Board's role in school governance. These trainings are recommended to include:

1. Updates on legislative changes to charter school law.
2. A training segment or segments at the December board retreat on topics relevant to board needs.
3. Additional training and required readings throughout the year on topics relevant to board needs, including but not limited to:
  - a. budgeting
  - b. financial management
  - c. recruiting and hiring a charter school director or chief administrator
  - d. evaluating a charter school director or chief administrator
  - e. governance-management relationships
  - f. student support services
  - g. student discipline
  - h. state standards
  - i. cultural diversity
  - j. succession planning
  - k. strategic planning
  - l. program oversight and evaluation
  - m. compensation systems
  - n. human resources policies
  - o. effective parent and community relationships
  - p. authorizer contract and relationships
  - q. charter school law

- r. legal liability
- s. board recruitment and elections
- t. board meetings and operations
- u. policy development and review
- v. school health and safety

Nova Classical is responsible for covering the costs related to board member training.

**C. Ex-Officio Board Members.** Any Ex-Officio board members must complete the new board member training listed in section IV.A within three (3) months of starting employment at Nova Classical. This training must be certified by the organization or person providing it. Nova Classical is responsible for covering the costs related to this training.

**D. Classical Education.** Each year, the entire Board shall receive training that gives an overview of classical education and includes a reading on classical education. All board members must participate in some form of classical training each year; if they are unable to attend the training developed for the entire Board, they must seek out another option such as attending a Parent Education Night on classical education or a faculty training session.

**E. Periodic Reports.**

The Board Chair or chair of the Governance Committee shall provide periodic reports to the Board throughout the school year on the implementation and effectiveness of this Policy NP 206. **Records of Training.** All trainings must include certification that members completed the training. The board secretary shall maintain records of the trainings received by board members. This information must be included in Nova Classical's annual report.

**F. Additional Training.** Board members desiring additional training in governance, communication, strategy, efficiency, effectiveness, or other areas are encouraged to discuss their suggestions with the Board Chair or the chair of the Governance Committee.

In addition to the above areas of training, board officers such as the Chair, Vice Chair, Secretary, and Treasurer shall complete additional training in best-practices for their position. This training will focus on best-practices for each role and may be done through readings, videos, or other training.

**Legal References:** Minnesota Statutes, section 124E.07, Subd. 7.

**ADOPTED BY THE BOARD:** 06/15/2009

**REVISED BY THE BOARD:** 02/26/2024

**EFFECTIVE DATE:** 02/26/2024