

## Committee Report

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### **Committee Name: Governance Committee**

Date of Report: October 21, 2019

Written/submitted by: Becky Lund

Date of last meeting: October 14, 2019

Next meeting date: Monday, November 11, 2019

### **Motions/ Action Items for the October Board Meeting:**

#### **FOR THE CONSENT AGENDA**

- I. 2<sup>nd</sup> reading/ potential approval of updated policy NP 208 – Development, Adoption, and Implementation of Policies
- II. 2<sup>nd</sup> reading/ potential approval of updated policy NP 210 – Board Member Conflict of Interest
- III. 1<sup>st</sup> reading of revised policy 110 - Data Retention
- IV. 1<sup>st</sup> reading of policy 614 - School District Testing (to replace current policy 614)

#### **Notes:**

- Policy NP 208 has been updated to reflect current practices, particularly having electronic copies of policies instead of paper and an updated list of policies to review yearly.
- Policy NP 210 only has a statute update change.
- Policy 110 has been revised to remove the attachments that it references. They are easy enough to find if needed and haven't changed since the early 2000's.
- The Governance Committee is recommending that the submitted version of 614 replace the current policy. Due to significant changes in the standardized testing processes, it wasn't feasible to just update the current policy. The recommended policy follows the MSBA policy which in turn fits MDE expectations and directions.

#### **Governance Committee Goals for 2019 – 2020**

- 1. Work with the Executive Director to review and recommend policies that support Nova's mission.**
  - a. Finish review of all policies not revised or reviewed before 2016
    - i. 2 policies (done by ~~September~~ October 2019)
  - b. Review policies last reviewed/revised in 2016-2017 (done by June 2020)
  - c. Continue to work on policy process to ensure smooth oversight and revisal as needed (ongoing)

*The two older policies are being submitted to the Board at the October meeting.  
Other policy work continues as usual.*
- 2. Provide the 2019 Election Report and Conduct the 2020 Board election.**

(report due October 2019, election work begins December 2019 and ends May 2020)

- a. Begin a more robust and in-person recruiting of potential Board members, beginning with people serving on Board committees (December – March in particular)

*The Board accepted the 2019 Election Report at the September meeting.*

### **3. Implement and update the Board training process**

- a. Review and revise as needed the documents that pass on best practices and general knowledge to form a complete Board resource specific to Nova
  - i. Add or remove TBD sections (December)
  - ii. Develop a regular review process for the documents and add to a Governance calendar (December)
- b. Provide training and resources on Nova's governance practices and policies for all Board members as needed. Continue to look at monthly Board meeting evaluations for trends and areas of need (ongoing)
  - i. Ensure the Board training calendar is followed and update it as needed
  - ii. Find ways to share the training information with the Nova community as well as the Board

*The Governance Committee discussed the TBD sections at the October meeting and will revise them to list resources that could be utilized if people have further questions about board best practices. The GC also reviewed some documents containing general board information that is meant to be shared with the whole Nova community and made updates. This information can be added to the Board's webpage as well as be shared at board meetings with members of the public.*

## Board Member Board Meeting Evaluation

Date of meeting: **September 30, 2019**

Please rate the following statements on a 1 to 5 scale according to:

- 5 = strongly agree
- 4 = agree
- 3 = neutral
- 2 = disagree
- 1 = strongly disagree

| Statements  | 5 | 4 | 3 | 2 | 1 | Sept.<br>Ave. | Aug.<br>Ave. | July<br>Ave. |
|---|---|---|---|---|---|---------------|--------------|--------------|
| The Board meeting materials prepared me well for the meeting.             | 7 | 1 |   |   |   | 4.9           | 4.4          | 4.2          |
| Board members came to the meeting prepared and ready to conduct business. | 6 | 2 |   |   |   | 4.8           | 4.4          | 4.5          |
| The meeting was well facilitated.   | 7 | 1 |   |   |   | 4.9           | 4.3          | 4.8          |
| We focused most of our time on what was most important.                   | 5 | 2 | 1 |   |   | 4.5           | 4.3          | 4.1          |
| We used our time well in the Board meeting.                               | 3 | 4 | 1 |   |   | 4.3           | 3.6          | 4.1          |
| During this meeting, the Board covered financial responsibilities.        | 2 | 4 |   | 1 |   | 4             | 3.1          | 4.2          |
| During this meeting, the Board covered academic achievement.              | 8 |   |   |   |   | 5             | 3.1          | 2.9          |
| During this meeting, the Board covered long-range or strategic planning.  | 6 | 1 | 1 |   |   | 4.6           | 4.9          | 4.6          |