

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

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

The Nova'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 shall be given board documents including the current bylaws, Board policies, strategic plan, information about classical education and the trivium at Nova, and other relevant materials (either in hardcopy or via an online link), a list of which information shall be reviewed and approved annually by the board no later than the first regular board meeting of each school term. 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. *The Lost Tools of Learning* by Dorothy Sayers
- d. Nova's overviews of the Grammar, Logic, and Rhetoric stages or similar Nova-created materials such as the Parent Education Night videos on the three stages

B. The Board Chair shall 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 Academy PTO shall 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, 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.

B. **New and Experienced Board Members.** As required by Minnesota charter school law to provide and require ongoing education, reflection and training opportunities for all board members, ~~both new and experienced,~~ the Board Chair, in consultation with the chair of the Governance Committee, shall propose ~~via an agenda item (no later than the first board meeting of each fiscal year)~~ an annual list of goals and training ~~for the remainder of the school term~~ to improve the efficiency and effectiveness of the Board's role in school governance. These trainings are recommended, ~~but not limited, to provide a total of 3—5 hours per school year for all board members, as follows:~~ to include:

1. ~~Provide a 15 minute update on Charter School Law legislative changes at the September or October board meeting (done by a Governance Committee member), which will include written summary materials requiring an additional 45 minute review prior to the meeting. [1 hour of training]~~ Updates on legislative changes to charter school law.
2. ~~Provide a~~ training segment or segments at the December Board retreat (TBD, possibly by outside counsel, a select expert, and/or internal Nova resources.) ~~Topics may include finance, governance, employment policy, and/or other topics relevant to board training needs. [1—3 hours]~~ on topics relevant to Board needs.
3. ~~Provide 1—4 additional short training opportunities (15 minutes to an hour each, depending on the total number) at selected Board meetings from January to June of each year at the discretion of the Board Chair/ Governance Committee Chair. [1 hour]~~ Additional training and required readings throughout the year on topics relevant to Board needs.

C. **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.

D. **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**.

E. **Additional Training, etc.**

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 **chief governance officer, if any, chair of the Governance Committee.**

In addition to the above areas of training, Board officers such as the Chair, Chair-Elect, 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: 01/27/2014

EFFECTIVE DATE: 01/27/2014