Nova Governance Committee Meeting
Monday, 2/8/2021 beginning at 6:00 PM

Held via ZOOM:
https://us02web.zoom.us/j/86456436402
Meeting ID: 864 5643 6402
Passcode: Governance

I.   Call to Order/Roll Call

II.   Approval of Agenda, Approval of January 11, 2021 minutes

III.   Committee Chair Comments

IV.   Public Comment

V.   Committee Discussion/Action Items

1. Policies to Review
    a. 807 (Health and Safety)
    b. 709 (Student Transportation Safety)

2. Board Election (final approval of documents before sharing)
    a. Election Flyer
    b. Call for Nominations Letter
    c. 2021 Election Rules/ Guidelines
    d. Candidate Questionnaire
    e. Outreach plans/ tasks
    f. Next steps/ other (see Timetable)

3. Looking Ahead to March
    a. Budget and Finance policies – NP 701 and NP 702, which are being combined into one policy by F&B

VI. Public Comment

6:45 PM – Adjourn

Governance Committee Goals for 2020-2021

1. **Work with the Executive Director to review and recommend policies that support Nova's mission.**
   a. Finish reviewing policies from SY2020
      i. 2 policies (done by October 2020)
   b. Review policies last reviewed/revised in 2017-2018
      i. 16 policies (done by June 2021)
   c. Continue to work on policy process to ensure smooth oversight and revisal as needed (ongoing)

2. **Provide the 2020 Election Report and conduct the 2021 board election.**
   (report due October 2020, election work begins December 2020 and ends May 2021)
   a. Continue a more robust and in-person recruiting of potential Board members, beginning with people serving on Board committees (December – March in particular)
   The Report was accepted by the Board in October 2020.
   The election process will begin in January with a review of materials.

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. Develop a regular review process for the documents and add to a Governance calendar
      ii. Update document
   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

4. **Review the current board structure and recommend potential ways to reduce the size of the Board**
   a. Review board structure requirements (MN statute & Nova Bylaws) (November 2020)
   b. Determine parameters for a reduction (best practices, current needs, expiring terms, etc.) (November 2020)
   c. Make a recommendation to the Board for approval BEFORE we publish election materials (done by February 2021; ideally done in January 2021)
   Done. The Board voted in November to remove the vacant community member seat and voted in December to remove a parent seat after the current term ends on June 30, 2021.