

# Nova Board Training Documents

## Table of Contents

### I. Nova's Board of Directors

- a. Nova's mission **pg. 2**
- b. Current strategic plan  
<https://www.novaclassical.org/board-of-directors-2/#1519376588017-1f3f8b54-0614>
- c. Bylaws  
<https://www.novaclassical.org/board-of-directors-2/#1519376523861-bcd8d49b-7f7c>
- d. Board policies: NP 101, NP 201, NP 202, NP 203, NP 205  
<https://www.novaclassical.org/board-of-directors-2/#1519376586956-9e7b56bd-fe41>
- f. General duties and best practices for Board members **pg. 3**
  - i. Board and Administration/Faculty partnership and communication best practices (TBD)

### II. Board Officers and Committee Chairs

- a. Chair **pg. 8**
- b. Chair-Elect **pg. 12**
- c. Secretary **pg. 14**
- d. Treasurer **pg. 18**
- e. Budget & Finance Chair **pg. 20**
- f. Governance Chair **pg. 23**
- g. Academic Excellence Chair **pg. 27**

### III. Classical Education

- a. ["The Lost Tools of Learning"](#)
- b. [Introductory Videos to the Grammar, Logic, and Rhetoric Stages](#)
- c. ["Only Connect"](#)
- d. (Optional) [Other Foundational Documents](#)

## **Mission**

In a supportive community and through a systematic, accelerated college-preparatory education in the classical tradition, Nova Classical Academy challenges its students to develop the intellect, to attain the habits of learning and mastery, and to live a virtuous life of duty and ideals.

## **General Duties of Board Members**

- 1) Manage the hiring and compensation of all employees. [Bylaws, Art. III, #5, a]
- 2) Set Executive Director goals and evaluate the Executive Director each year. [Policy 201, Art. II and III, G]
- 3) Set Board policies. [Bylaws, Art. III, #5, b; Policy 103, Art. II and III, A and H]
- 4) Develop long-range goals and plans for Nova's future that support Nova's mission. [Bylaws, Art. III, #5, b; Policy 101, Art. II; Policy 201, Art. III, A, B and C]
- 5) Make contractual agreements for Nova. [Bylaws, Art. III, #5, c; Policy 201, Art. II]
- 6) Oversee financial management including entering into debt and purchasing property. Additionally, the Board must hire an auditor each year to look into Nova's finances. [Bylaws, Art. III, #5, c, d, and e; Policy 201; Art. II and III, D and F]
- 7) Indemnify and maintain insurance. [Bylaws, Art. III, #5, f]
- 8) Review committee work and work done by officers of the Board and make recommendations. [Policy 201, Art. III, E]
- 9) Meet at least 10 times each school year. [Policy 201, Art. III, H]
- 10) Conduct an annual review of the Board's performance [Policy 201, Art. III, J]
- 11) Remove directors - may be done for any reason by a 2/3 majority vote or should be done for any director who has failed to attend a meeting without a good excuse or has missed three or more meetings in a year no matter what the reason for the absence. [Bylaws, Art. III, #5, g and Bylaws, Art. III, #9]
- 12) Follow open meeting law – Meetings where there is a quorum must be posted at least three business days in advance, public is allowed to attend unless the meeting is closed (see below), and carefully refrain from serial emails (having discussions related to Board items over email). [Bylaws, Art. IV, #1]
- 13) Close Board meetings IF the topic discussed is subject to Data Privacy (includes information about a specific person, especially a student). If a meeting is closed, a

reason MUST be given and a summary of the results of the closed meeting MUST be entered into the official minutes of the meeting. [Bylaws, Art. IV, #13]

14) Provide at least one public copy of all documents given to the Board at a meeting UNLESS said documents relate to a closed session or are otherwise protected by law. [Bylaws, Art. IV, #15]

15) Remember that the Board is an entity – only the Board chair may speak for the Board and once a vote happens, the result is the decision of all Board members no matter how they voted. Additionally, the Board only has authority and rights as a Board, not as individual members. [Bylaws, Art. V, #2; Policy 101, Art. II, Policy 202, Art. V]

16) Know that the Executive Director, student representative, and NPTO representative are non-voting positions. [Bylaws, Art. III, #3 and 4]

## **General Duties of Committee Chairs**

- 1) Set yearly goals for the committee based on the Board's goals for the year and tasks assigned by the Bylaws or the Board. [Policy 205, Art. III, D and III, A, 3]
  
- 2) Set clear agendas for each meeting and take minutes (or assign someone else to take minutes). Approved minutes should be available for the public to read. Committees must follow the same open meeting laws as the Board including three business day advance notice of any meetings. [Bylaws, Art. VI, #6 and 8; Policy 205, Art. II, B]
  
- 3) Write a Board report – NOT minutes – highlighting progress on goals and any action items to bring before the Board at the next Board meeting. Also include relevant resources for any action items. [Policy 205, Art. II, C]
  
- 4) Standing Board Committees that must be chaired by a Director are: Budget and Finance (Treasurer is the chair), Governance, and Academic Excellence. These committees exist until a change is made to the Bylaws. [Bylaws, Art. VI, #1]
  
- 5) All other committees are *ad hoc* committees and may be chaired by anyone appointed by the Board. These committees exist for 1 year unless they are reinstated by the Board. [Bylaws, Art. VI, #3]
  
- 6) Report any changes in the committee's membership to the Board and additions must be approved by the Board (may be done in the consent agenda). [Bylaws, Art. VI, #4]
  
- 7) Know that committee actions are only recommendations until approved by the Board. [Bylaws, Art. VI, #5 and 8, Policy 205, Art. II, C]

## **Some Governance Best-Practices for Smooth Board Meetings**

1. At least four days before the board meeting (a week would be better), committee chairs should submit a written report regarding their committee's work to the Board Chair and the Executive Director. Board officers or others with information relevant for the agenda should do the same. This information should be available for all board members to read no later than three days before the board meeting. Include anything the Board will need to discuss or possibly vote on as well as an update on how you are meeting your committee goals or Board goals.
2. Items that most likely require discussion (such as new plans, large contracts, or changes to current practices) should be submitted to the Board Chair and Executive Director for the "Business Section" of the meeting. These items will be discussed and, if warranted, voted on individually. The Business Section may also contain topics for discussion that don't require a vote; typically this happens if a committee chair or the Executive Director have information to share or want more feedback from the Board to further direct their work.
3. Items that most likely don't require discussion (such as approving past meeting minutes, committee membership updates, or common contract approvals) should be submitted for the "Consent Agenda". The Consent Agenda is meant to be approved as a whole in one motion, although any item within it may be removed before voting if a board member feels that the item requires discussion. Any items removed from the Consent Agenda would either be moved to the Business Section for further discussion and a possible individual vote or redirected to a committee or person for further work. While they could be tabled indefinitely or dropped entirely, this is rare for Consent Agenda items.
4. If at all possible, avoid having new information to share at the board meeting, especially if it pertains to an action item.
5. All board members should read the information submitted by others as soon as possible so you have time to reflect or seek more information as needed.
6. Ask any questions you have about a report from the board member responsible for the work as soon as possible. Clarification questions can be answered in an email or over a phone call between two members before the meeting. Questions that may influence discussion or a vote could still be asked ahead of time, but ought to be

repeated during the Board meeting to avoid the appearance of violating, or actually violating, open meeting law.

7. Requests for information from the administrators should go to the Board Chair to disseminate as needed to help keep the Board focused on governing. Part of the Board Chair's role is to facilitate between the Board and the Executive Director so that things run smoothly.

8 During the reports section of the board meeting, stay away from "Show and Tell" reporting. This portion of the meeting should be for any remaining questions people have regarding the report or, if absolutely necessary, sharing any new relevant information that cannot wait until the next board meeting.

9. As much as possible, focus the conversations at board meetings around the school's mission, strategic plan, and current goals. More specific conversations should be happening at the committee level and relevant information shared with the Board via committee reports.

## BoD Chair Duties

<b>Tasks</b>	<b>Notes</b>	<b>Frequency</b>
Have general active management of the business of the Academy	<ul style="list-style-type: none"> <li>● Frequent meetings with the Executive Director are crucial; often they occur on a weekly basis, but can be via phone</li> <li>● The Chair-Elect should also be included as much as possible</li> <li>● Pertinent updates from these meetings should be shared at regular board meetings</li> </ul>	Weekly
Develop and set the agenda of all Board meetings	Should be done in conjunction with the Chair-Elect, Executive Director, and information from committee chairs, but the Chair has the final say on the agenda (unless the Board votes to add or remove something during the actual meeting)	Monthly (at least)
Preside at meetings of the Board of Directors	<ul style="list-style-type: none"> <li>● Familiarity with general parliamentary procedures (Robert's Rules of Order) is helpful</li> <li>● Familiarity with Classical Education at Nova is important</li> <li>● Familiarity with Nova's Bylaws, mission, strategic plan, and other foundational documents is crucial</li> <li>● Familiarity with MN Open Meeting Laws is crucial</li> <li>● Ensure the Board considers finances, academic excellence, and strategic planning</li> <li>● Ensure the Board stays focused on governance rather than management; keep board members focused on higher levels rather than personal matters</li> <li>● Ensure that all voices are heard and help</li> </ul>	Monthly (at least)



	<p>the Board manage dissent in positive ways</p> <ul style="list-style-type: none"> <li>● Utilize facilitation skills to keep meeting moving forward and to help opposing views meet in the best interests of all of Nova’s students</li> </ul>	
Reasonably limit speaking time during the Public Comment section of Board meetings	<p>Limits should be expressed beforehand and historically have included any/all of the following:</p> <ul style="list-style-type: none"> <li>● Time is 2 - 3 minutes</li> <li>● No student names or other identifying information may be used</li> <li>● People should try to not repeat comments already given</li> <li>● Hate speech will be stopped immediately</li> </ul> <p>It may also help to remind people that the Board does not respond to Public Comment.</p>	Monthly/ every Board meeting
Oversee the work of the Executive Director	<ul style="list-style-type: none"> <li>● Work with the Executive Director and Board to set yearly goals for the Executive Director</li> <li>● Communicate with the ED to ensure support and resources needed for him/her to accomplish goals</li> <li>● Work with the Chair-Elect as needed regarding the ED evaluation process</li> </ul>	Ongoing
Speak for the Board	<p>This may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>● Responding to Public Comment (after a board meeting)</li> <li>● Participating in legal matters for the school</li> <li>● Speaking to media</li> <li>● Speaking with the Executive Director</li> <li>● Speaking with Nova’s Authorizer</li> <li>● Liaison between Board and administration</li> </ul>	As needed

	<ul style="list-style-type: none"> <li>Engaging the Nova community in the work of the Board</li> </ul>	
Discipline/ otherwise manage Board members	<ul style="list-style-type: none"> <li>Follow NP 202 section VI for serious violations</li> <li>Ideally, management happens in the moment by following board meeting guidelines and other procedures</li> <li>May need to schedule additional training to address concerns</li> </ul>	As needed
Facilitate a good relationship with Nova' Authorizer	Work with the Executive Director	Ongoing; meeting face-to-face should happen at least once a year, ideally early in the school year
Develop and Nominate Committee Chairs and Executive Board Officers		Development is ongoing; nominations should happen between the yearly election and the July Board meeting to be voted on no later than the July Board meeting
Plan ongoing Board training	<ul style="list-style-type: none"> <li>Done in conjunction with the Governance Committee</li> <li>Each year should cover finances, Classical Education, governance best practices, and strategic planning</li> </ul>	Ongoing

**Other Notes:**

- It's helpful to have extra training regarding school finances and financial oversights
- Anticipate "landmines" by having a good understanding of the Nova community and its subgroups (parents, teachers, administrators, students)

- You have no idea what the year will bring so don't go in lightly; the position can be a lot of work, but is also highly rewarding
- Leverage the Chair-Elect; use him/her as a second opinion and additional set of eyes on Board matters before items come before the Board at a meeting

## BoD Chair-Elect Duties

Tasks	Notes	Frequency
Along with the Board Chair, have general active management of the business of the Academy	Headed by the Board Chair, but the Chair-Elect should also be included as much as possible to be best prepared to step into the Chair role	Weekly
Attend monthly touch-base meetings with the administrative team and the Board Chair	This is crucial to understanding the inner workings of Nova and to build a solid relationship between the Board and the administration <ul style="list-style-type: none"> <li>• Should attend the weekly meetings between the ED and Board Chair as often as possible</li> <li>• Pertinent updates from these meetings should be shared at regular board meetings</li> </ul>	Monthly
Help develop the agenda of all Board meetings	Should be done in conjunction with the Chair, Executive Director, and information from committee chairs, but the Chair has the final say on the agenda (unless the Board votes to add or remove something during the actual meeting)	Monthly (at least)
Perform the duties of the Chair in the event the Chair is unavailable	This is why it's important to be included in many of the duties held by the Chair	As needed
Facilitate a good relationship with Nova's Authorizer	Work with the Executive Director and Board Chair	Ongoing; meeting face-to-face should happen at least once a year, ideally early in the school year
Field and respond to inquiries from the Executive Director and	These responsibilities should grow during the year to best prepare the Chair-Elect to take on the role of Chair the following year	As needed

Board Chair		
Be a member of the Budget and Finance Committee in order to become familiar with the finance	<ul style="list-style-type: none"> <li>● Not required, but highly recommended</li> <li>● Ideally, the Chair-Elect should attend at least one meeting of each Board committee to again become familiar with the work of each committee</li> </ul>	Monthly
Frequent communication with Board Chair on Board strategies	The Chair-Elect should be a sounding board for the Chair as a second opinion and additional set of eyes on board matters before items come before the Board at a meeting	Ongoing
Chair the Executive Director Evaluation Committee	Complete a mid-year and end-of-year evaluation of the Executive Director's progress on his/her goals for the year	Generally a 1 - 2 month process twice a year

## BoD Secretary Duties

Task	Notes	Frequency
<p>Take minutes of each board meeting</p> <p>(These MUST record attendance of board members, including if they came late or left early, and all motions voted on including how everyone voted. Other details are up to the Secretary, though it is helpful to record a general very short summary of most discussions and presentations so that the minutes could be a reference point in on-going discussions if needed.)</p>	<ul style="list-style-type: none"> <li>● <b>If you can't attend a Board meeting, you MUST appoint someone else to take the minutes.</b></li> <li>● It's helpful to use a template where specific details can be added each month before and during the board meeting.</li> <li>● As soon as possible after each meeting, send the minutes to all members of the Board, the Executive Director, and our Financial Advisor to read and to let you know of any corrections. (The Secretary then typically makes the suggested corrections, but you don't have to.)</li> <li>● Approximately 1 1/2 weeks before the next board meeting, send the updated minutes to the Executive Director to be included in the next board packet. They were then (typically) approved at the board meeting.</li> <li>● If they weren't approved, make whatever changes are required by the Board and then resubmit for approval at the next board meeting.</li> <li>● Send the approved minutes <u>as a PDF</u> to the Nova's Communications Coordinator to be posted. (If the CC is unknown, contact the Executive Director.)</li> </ul>	<p>Monthly</p>
<p>Collect written public comment submitted to publiccomment@novaclassical.org and distribute it to the rest of the Board with a reminder to NOT respond. Then, in the minutes of the next regular board meeting, include a one-sentence summary of the content of the</p>	<ul style="list-style-type: none"> <li>● The previous Secretary should send the gmail password to you. If not, contact the Technology administrator to get the password changed.</li> <li>● Once you receive a public comment email, it's recommended to respond to the author with "Thank you for submitting your public comment. I will immediately forward it to the rest of the Board of Directors. A summary of your</li> </ul>	<p>Somewhat ongoing, but generally monthly. (Most public comment comes the week or two before a board meeting.)</p>

<p>comment including the name of the person who sent it.</p>	<p>comments will also be included in the minutes of the next regular board meeting. Please let me know if you have any questions.”</p> <ul style="list-style-type: none"> <li>Occasionally the submitter requested to not have their comments made public; in that case, do not include them in the minutes. (It’s recommended that you get the request in writing to keep good records if needed.)</li> <li>Emails sent to you as a board member (so to your regular Nova email address) are NOT public comment and shouldn’t be included in the packet unless they are also sent to the public comment email.</li> </ul>	
<p>Provide a sign-up sheet for people to give verbal public comment at a board meeting.</p>	<ul style="list-style-type: none"> <li>It should include the date of the meeting, a spot for the person’s name and a spot for the general topic on which they wish to speak.</li> </ul>	<p>Monthly</p>
<p>Remind the chairs of board committees (standing and ad hoc) to update their committee websites with current information for membership, goals, meeting dates and times, etc.</p>	<ul style="list-style-type: none"> <li>Send an email and then mention it at the following regular board meeting just to make sure everyone knows.</li> <li>The current standing committees are: Governance, Finance &amp; Budget, and Academic Excellence.</li> <li>The ad hoc committees will need to be renewed at the August meeting (or one year after they were created or they cease to exist) and should be reminded to update their information at that time.</li> </ul>	<p>At least once a year – in the past, it’s been done in August and January - it’s most important to do it closer to July/August when the memberships, etc. are more likely to change</p>
<p>Remind the chairs of board committees to update their minutes by sending them to the Communications Coordinator to post on the various committee web pages</p>	<ul style="list-style-type: none"> <li>I sent an email and then spoke individually to chairs if I noticed that they had fallen more than 2 – 3 months behind in their minutes.</li> <li>Ideally, the board committees will move towards creating and monitoring their own websites and can do the updating on their own. (Budget &amp; Finance has already done so.) You should still</li> </ul>	<p>Every 2 – 3 months</p>

	double-check from time to time.	
Sign various documents stating that as board secretary, you have record of the Board's actions regarding that document in the minutes	<ul style="list-style-type: none"> <li>• These are typically presented by the Executive Director; the most common is the yearly application to be in the Minnesota State High School League for athletics.</li> </ul>	As needed
Make sure that the dates of all board meetings (regular and special) are posted on Nova's calendar AT LEAST three days before the meeting.	<ul style="list-style-type: none"> <li>• Coordinate with Nova's Communications people and double-check the school's on-line calendar.</li> <li>• It's good policy to include the upcoming dates in the Nova News.</li> <li>• If a special meeting is called – which happens rarely – immediately send the date to the Communications Coordinator (or Executive Director) to be shared with the community ASAP.</li> </ul>	As needed
Update board records like dates members completed their state-mandated training as well as board member contact information	<ul style="list-style-type: none"> <li>• There are currently Google spreadsheets for both of these. Their ownership should be transferred to you.</li> <li>• The Executive Director will need the training completion dates as a part of the yearly annual report, which is due in October, but typically written in August.</li> <li>• The Board Chair will need the contact information.</li> <li>• Update the board email "<a href="mailto:boardmember@novaclassical.org">boardmember@novaclassical.org</a>" to automatically forward to the Board Chair and Chair-Elect.</li> </ul>	As needed
Order nameplates for new directors	<ul style="list-style-type: none"> <li>• I've been using "Lasercrafting" via Amazon</li> <li>• Name on first line, "Director" on second line</li> <li>• Georgia font, white printing on maroon background, silver desktop holder</li> <li>• Will need to fill out a purchase order; contact Meghan Kelly or the current Business Office Manager for help</li> </ul>	Yearly/as needed; should be done after the election, but in time for the plates to be there by the July board meeting



<p>Ensure correct board members are listed on Nova's website</p>	<ul style="list-style-type: none"> <li>● Work with the Communications Coordinator to remove retired members and add a paragraph for new members</li> <li>● This also should happen for any changes to board committees</li> </ul>	<p>Yearly/ as needed</p>
<p>"Other duties as assigned..."*</p>	<ul style="list-style-type: none"> <li>● This is in the bylaws, but it is rarely utilized. However, it's good to know that it's there.</li> </ul>	<p>As needed</p>

**\*Other possible tasks:**

- Coordinate Board publications such as FAQ, announcements in the Nova Notes, or other Board updates.
- Coordinate gathering money and purchasing flowers, cards, etc. for life events of Board members or prominent members of Nova's community.
- Assist with additional record-keeping.

## BoD Treasurer Duties

Tasks	Notes	Frequency
Chair the Budget and Finance Committee	<ul style="list-style-type: none"> <li>● Set the agenda for and holds regular meetings of the committee</li> <li>● Send a report to the Board of progress and possible action items for consideration</li> <li>● More specific duties for chairing the Budget and Finance Committee are listed under the description of that Chair position</li> </ul>	Monthly
Be an authorized signer for Nova's financial accounts	One of three authorized signers	As needed; could be weekly or monthly
Be the primary contact for Nova's outside business partner (currently Bergan KDV)	<ul style="list-style-type: none"> <li>● Dieci School Finance is the primary contact for the auditor</li> <li>● The Treasurer and Committee hold Dieci School Finance and the administration to high standards</li> <li>● Contact may occur via e-mail and phone with Dieci School Finance who is the outside business management firm for Nova.</li> <li>● The representative from Dieci School Finance also attends Budget and Finance Committee meetings as well as Board meetings.</li> </ul>	As needed; often up to several times a week
Review account payable invoices	<ul style="list-style-type: none"> <li>● This review is a second level check and occurs after the Nova business office manager does the first level check.</li> <li>● The treasurer can identify line items that are being expensed to the wrong institution (US/LS/District) and can catch items that should not be reimbursed, reveal personal information, etc.</li> <li>● It's also an opportunity to stay current on the Nova's outflows which keeps the treasurer up to date and part of the check</li> </ul>	At least twice a month

	on fraud, waste and abuse.	
Be prepared to answer questions regarding any information in the financial report	<ul style="list-style-type: none"> <li>• This includes the draft, final and revised budgets at the meetings during which they are presented</li> <li>• Questions may be submitted to you ahead of time or asked in the moment at the Board meeting</li> </ul>	Monthly
Hold a telephone meeting with the outside auditor to discuss the mechanisms in place to check for fraud and waste		Yearly (typically during the summer)

**Other Note:**

The treasurer is one of the individuals charged with maintaining financial stability and being part of the check on fraud, waste and abuse.

**Outside Business Partners:**

- Outside business management firm: Dieci School Finance; contact person is Joe Aliperto
- Auditor: Clifton-Larson-Allen; primarily is in contact with Dieci School Finance

# Finance and Budget Committee Chair Duties

## **Budget & Finance Committee Mission**

To oversee the financial welfare of the school as well as the financial reporting requirements to outside organizations.

<b>Tasks</b>	<b>Notes</b>	<b>Frequency</b>
<p>Lead the monthly Budget &amp; Finance Committee meeting (including setting the agenda, ensuring that minutes are taken, and membership is updated), This also includes collecting and distributing any relevant materials.</p>	<p>While the monthly agenda may not include all of the following all of the time, the charge to the Budget &amp; Finance Committee includes:</p> <ul style="list-style-type: none"> <li>● Making recommendations to the Board of Directors on long-range financial and facilities planning and salaries and benefits</li> <li>● Monitoring contracts</li> <li>● Ensuring compliance with state financial procedures</li> <li>● Reviewing upcoming deadlines for financial obligations, contract renewals, and financial reports</li> <li>● Meet the requirements in the Bylaws in regarding the annual budget (see below)</li> <li>● Any other duties as are deemed appropriate and necessary by the Board of Directors</li> <li>● Monthly meeting minutes should be approved at the next meeting and any recommendations to the Board should be voted on by the Budget &amp; Finance Committee</li> </ul> <p>A copy of any materials being discussed at the meeting should be available for any members of the public to review. This could be paper or electronic.</p>	<p>Monthly</p>

Keep and update a calendar of committee expected work product		Monthly
Keep and update a calendar of contract renewals and financial reports.	The contract renewals are handled by the Executive Director and the financial reports by Dieci (or Nova’s current financial firm).	Monthly or as needed
Synthesize, prioritize, and consider recommendations of other committees that impact the financial wellness of Nova	This may involve needing to delay implementations of any recommendations if those same recommendations would be of immediate concern to the financial wellbeing of Nova.	As needed
Present the annual budget to the Board	This includes: <ul style="list-style-type: none"> <li>● Reviewing the final yearly budget for the current fiscal year (July 1 to June 30) which is submitted to the committee by the Executive Director.</li> <li>● Recommending that yearly budget to the Board of Directors for review and approval.</li> </ul>	At least yearly by October of each school year, but more likely the yearly budget will be presented a few times during the year as it is updated.
Present the draft budget for the next year to the Board	This includes: <ul style="list-style-type: none"> <li>● Reviewing a draft budget for the upcoming fiscal year (July 1 to June 30) which is submitted to the committee by the Executive Director.</li> <li>● Recommending that yearly budget to the Board of Directors for review and approval.</li> </ul>	At least yearly by the end of each school year, but may be presented a few times to allow time for feedback.
Review the 5-year budget and plan for capital spending which is submitted by the Executive Director		At least yearly, but best practice would be to refer to it regularly even if it isn’t updated.

Review and update financial controls to address potential audit management recommendations.	If new policies are needed or old policies should be updated, best practice is to consult with the Governance Committee and Executive Director.	As needed; often occurs as a result of consultation with the Executive Director, Business Manager, or Auditors.
Establish controls to ensure intra-year adherence to budget allocations	These controls need to be created; historically, Nova has not followed this process.	
“Other duties as assigned...”	This is in the Bylaws, but it is rarely utilized. However, it’s good to know that it’s there.	As needed

**Other Notes:**

- This role has been primarily one of relationship management and holding our business partners and managers (internal and external) accountable for accurate information and excellent work product.
- The budget comprises the revenue from the state and federal governments. Revenue from fundraising is not included in the yearly budget but is considered on a month to month basis. Budgeting based on fund raising for the general fund creates an unacceptable financial exposure if donations fall short.
- The committee can budget donations as long as those donations are tied to items that will be purchased when the amounts come in. If the donations don’t come in, the items don’t get purchased.

## Governance Committee Chair Duties

Task	Notes	Frequency
<p>Lead the monthly Governance Committee meeting (including setting the agenda, ensuring that minutes are taken, and membership is maintained according to the Bylaws which state that it must include at least 2 Board members and at least 3 other people as members), This also includes collecting and distributing any relevant materials.</p>	<p>While the monthly agenda may not include all of the following all of the time, the charge to the Governance Committee includes:</p> <ul style="list-style-type: none"> <li>● Maintain effective Board Policies</li> <li>● Promote an active board recruitment process for the Academy</li> <li>● Provide an orientation and mentoring process of new Board members</li> <li>● Work with the board chair and executive director to promote ongoing leadership and governance education and growth of all board members</li> <li>● Provide periodic assessment processes for individual board members and the board as a whole</li> <li>● Meet the requirements in the Bylaws in regarding the annual election of Directors and filling of vacancies</li> <li>● Any other duties as are deemed appropriate and necessary by the Board of Directors</li> <li>● Monthly meeting minutes should be approved at the next meeting and any recommendations to the Board should be voted on by the Governance Committee.</li> <li>● A copy of any materials being discussed at the meeting should be available for any members of the public to review. This could be paper or electronic.</li> </ul>	<p>Monthly</p>
<p>Write and submit a Governance Report to the Board Chair to include in the Board packet</p>	<ul style="list-style-type: none"> <li>● The report should include updates on committee goals for the year, submissions of policies, etc. that require Board approval or acceptance, and any other information that is necessary to keep the Board informed about the work of the committee.</li> </ul>	<p>Monthly</p>

	<ul style="list-style-type: none"> <li>• The report should NOT be the minutes of the committee meetings.</li> <li>• Board members may submit questions to you regarding items in the report or ask them at the Board meeting.</li> </ul>	
<p>Review all of Nova’s policies on a rotating basis and revise as needed</p>	<ul style="list-style-type: none"> <li>• Ideally, policies should be reviewed every 3 – 4 years even if no updates are needed.</li> <li>• “Yearly review” policies must be reviewed once a year; most are required by law to be reviewed, but best-practice is to review related policies at that time as well.</li> <li>• Utilizing the Minnesota School Board Association website or other similar resource helps with staying up-to-date on statute changes and provides wording for many policies. (There is a yearly cost to be an MSBA member, which Nova pays.)</li> <li>• Remember that if it’s written in a policy, Nova is legally required to do it. If it can’t be guaranteed to be followed, it doesn’t belong in a policy. When possible, leave specific details out of policies to allow the administration of the school to decide details to fit situations via procedures rather than policy.</li> </ul>	<p>Ongoing</p>
<p>Run Nova’s yearly Board election</p>	<ul style="list-style-type: none"> <li>• Some specific deadlines have been set in the bylaws and other policies: the call for nominations must happen at least 90 days before the May Board meeting and the election results must be approved at the regular May Board meeting</li> <li>• Nova’s Bylaws mandate that the Board must have 3 teachers, 2 community members, and 6 parents on it; ideally, only 3 – 4 seats are up for election each year and are a mix of these roles. If needed, a seat up for election may be for</li> </ul>	<p>Somewhat ongoing:  Draft/revise materials - December and January  Begin publicizing the election and the need for candidates - February  Collect</p>



	<p>less than the recommended 3 years to ensure even rotation of members on/ off the Board.</p> <ul style="list-style-type: none"> <li>• All parents/ legal guardians of currently enrolled Nova students, staff members currently employed by Nova (not contracted through a different company), and members of Nova’s Board are eligible to vote in the election.</li> <li>• A teacher seat may only be held by a current Nova licensed faculty member, a parent seat may only be held by a parent/ legal guardian (who is not employed by Nova) of a currently enrolled Nova student, and a community member seat may only be held by someone who is not a parent of a current Nova student nor an employee of Nova.</li> <li>• You are responsible for notifying candidates of their eligibility, next steps in the election process, and the results.</li> <li>• You also need to help newly elected candidates get a Nova email address (work with administration to do so), find the state-mandated training in employment law, governance, and finances, and provide any other resources so that they are ready to begin their Board service.</li> </ul>	<p>nominations - March/beginning of April Run the election - May Write a report on the election including what went well, any suggested changes, dates for the following election, and seats that will be up for election – due to the Board by the October meeting</p>
<p>Assist in planning ongoing Board training</p>	<ul style="list-style-type: none"> <li>• This is done in conjunction with the Board Chair to address the needs of the current Board and may utilize information from Board evaluations or other feedback.</li> <li>• State statutes require all Board members to have ongoing training. Recommended topics include governance, finance, Classical Education, strategic planning, legal responsibilities, etc.</li> <li>• The training can be done by people at Nova or via outside organizations. It can also include discussion of readings.</li> <li>• This also includes maintaining relevant</li> </ul>	<p>Ongoing, with a special training in December</p>

	resources for all Nova Board members on governance, Classical Education, etc.	
Review and revise Nova's bylaws	<ul style="list-style-type: none"> <li>• Small changes can be approved by the Board without needing the Authorizer's approval, but the Authorizer MUST be notified of all changes.</li> <li>• Larger changes require pre-approval from the Authorizer AND approval from a majority of Nova staff members.</li> </ul>	As needed, roughly every 3 – 4 years
"Other duties as assigned..."*	<ul style="list-style-type: none"> <li>• This is in the Bylaws, but it is rarely utilized. However, it's good to know that it's there.</li> </ul>	As needed

\*Other possible tasks:

- Help the Board follow Roberts Rules of Order, especially when making and voting on motions, following open meeting law, and abiding by decisions made by the Board.
- Look into other Board evaluation tools to help focus Board training and provide better processes.

# Academic Excellence Committee Chair Duties

Task	Notes	Frequency
Set agenda for meeting	<ul style="list-style-type: none"> <li>• Currently AEC does not meet every month.</li> <li>• Setting the agenda involves, among any other priorities, communicating with Executive Director and Principals to make sure all of the data required for the September report to the board and the mid-year report to the board are ready to distribute and discuss on time</li> </ul>	Monthly or as needed
Take meeting minutes	<ul style="list-style-type: none"> <li>• Must be taken for each meeting and put into the shared google drive for archiving</li> </ul>	Monthly or as meetings are held
Create Committee report	<ul style="list-style-type: none"> <li>• Using template provided by the Secretary, submit a report summarizing the meeting to the Executive Director within a week of a committee meeting for following month's Board Report</li> </ul>	Monthly
Monitor Committee membership	<ul style="list-style-type: none"> <li>• Collect information from appropriate admin sources and prepare an analysis of the data for discussion by the committee. Following review by the committee submit a consensus report to the Board for the September meeting. Since information cannot be shared with non-school employees until it is "embargoed", in order to meet the September date, much of this analysis must either be done by teacher members or Administration.</li> </ul>	Yearly
Develop Mid-Year report - focuses on DDI and other internally focused measures	<ul style="list-style-type: none"> <li>• Collect information from appropriate admin sources and prepare an analysis of the data for discussion by the committee. Following review by the committee submit a consensus report to the Board for the January/ February meeting</li> </ul>	Yearly

Work with Administration to set objectives for Friends contracts.		As needed (current contract term is 5 years)
Work with Administration to help select DDI objectives.	<ul style="list-style-type: none"> <li>• Discuss DDI options for focus against Friend’s contract goals</li> </ul>	Yearly
Serve as Committee for presentation / review of DOE World's Best Workforce updates / reporting	<ul style="list-style-type: none"> <li>• Provide feedback to Administration on WBW</li> </ul>	Twice yearly (?)
Ensure School - Life Balance survey is conducted every other year by upper school Administration	<ul style="list-style-type: none"> <li>• Review results with Administration prior to Board presentation</li> </ul>	Every other year

**Other possible tasks:**

- Ad hoc assignments from board
- Provide ongoing assessment of what “Academic Excellence” means for Nova
- Evaluate second testing choice for data value and school fit (currently ACT Aspire)