

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

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**POLICY NP 201:**

**ROLES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS**

**I. PURPOSE**

Policy 201 (Legal Authority of the Board of Directors) sets forth the legal authority of the Board of Nova Classical Academy. Building upon that legal foundation, the purpose of this policy 201 is to further delineate the role and responsibilities of the Board.

**II. ROLE OF THE BOARD**

In meeting its legal obligation for the management of the business and affairs of the school, the general role of the Board is to: provide leadership in and assume responsibility for monitoring progress toward meeting student achievement and other objectives set forth in the school's charter contract with its Authorizer; set and review the school's policies; approve and monitor the annual budget and financial controls; raise funds; hire and evaluate the school's Executive Director; evaluate its own performance; and engage in strategic planning.

**III. RESPONSIBILITIES OF THE BOARD**

- A. The governing body of the school shall be the Board, which establishes policy, directs the activities of the board officers, committees, and the Executive Director, and approves all action pertaining to the business and governance of the school.
- B. The Board is responsible for overseeing the mission and purpose of the school.
- C. The Board is responsible for developing, approving, and overseeing the school's documented Strategic Plan and measurable metrics, and for updating it as necessary.
- D. The Board is responsible for developing yearly goals aligned with the Strategic Plan and evaluating their yearly progress on those goals.
- E. The Board is responsible for reviewing the budget of the school on an annual basis and approving it prior to its effective date.
- F. The Board is responsible for reviewing committees' and officers' reports and making recommendations concerning committees' activities.

- G. The Board is responsible for retaining an auditor, and evaluating the performance by the auditor on an annual basis prior to renewal of the auditor's contract.
- H. The Board is responsible for retaining an Executive Director for the school and evaluating the performance of the Executive Director on an annual basis.
- I. The Board is responsible for setting policies to ensure that the school is organized and administered in a manner that is in compliance with applicable law, and for approving all new policies and policy revisions.
- J. The board is responsible for meeting at least ten (10) times during the fiscal year (between July 1 and June 30 of the following year).
- K. The Board is responsible for annually reviewing its own performance (including its composition, organization, and responsibilities) and taking steps to improve its performance.

Partial List of Sources (listed in alphabetical order)

- A Guide for Charity Board Members from the Office of Minnesota Attorney General
- Bylaws of Nova Classical Academy
- Carver, John. *Boards That Make a Difference* (3rd Edition). California: John Wiley & Sons, Inc., 2006.
- Minnesota Charter Schools, Minnesota Statutes, section 124E
- Principles and Practices for Nonprofit Excellence, Minnesota Council of Nonprofits

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

***REVISED BY THE BOARD: 11/29/2021***

***EFFECTIVE DATE: 11/29/2021***