

Adopted: 11/12/2015

Revised: 1/15/2019, 10/19/2021, 12/17/2024

NASHA SHKOLA POLICY No. 2.1 BOARD ELECTION PROCESS

I. PURPOSE

The Board shall appoint a Board Development Committee that will follow the election procedures described below for the Nasha Shkola Board of Directors.

II. POLICY STATEMENT

In accordance with the Nasha Shkola Bylaws and Minnesota law, elections for the Board of Directors will held in June of every year.

III. BOARD MEMBERSHIP CRITERIA

- A. For as long as required by Minnesota law, the ongoing Board of Directors shall be comprised of at least one licensed teacher who is employed as a teacher at the school or provides instruction under contract between the charter school and a cooperative, at least one parent/legal guardian of a child enrolled at the school, at least one interested community member who resides in Minnesota, is not employed by the charter school, and does not have a child enrolled in the school.. The membership of the board will at no time represent a majority of any of these three stakeholder groups.
- B. A contractor providing facilities, goods, or services to a charter school must not serve on the board of directors
- C. An individual is prohibited from serving on more than one charter school board at the same time in either an elected or ex-officio capacity, except that an individual serving as an administrator serving more than one school under section 124E.12, subdivision 2, paragraph (f), may serve on each board as an ex-officio member.
- D. A teacher employed at the school who is also a parent of a child enrolled at the school is eligible for a teacher-designated Director position and is ineligible for a parent-designated Director position.
- E. A person who fills a community member-designated Director position and who, during his or her Board term, becomes employed at the school or a parent of a child enrolled at the school shall be deemed ineligible to serve on the Board as of the date of such employment or enrollment unless elected as a teacher or parent designated Board member.

- F. A parent who fills a parent-designated Director position and whose child is unenrolled from the school during his or her term shall be deemed ineligible to serve on the Board as of the date of such unenrollment.
- G. A parent Director may not be an employee of the school.

IV. RECRUITING AND NOMINATING CANDIDATES

The Board Development Committee will

- A. solicit candidates for open Board positions at least two months prior to the election;
- B. review Board of Directors Nomination Form (*see* Attachment A) completed for each candidate;
- C. contact the prospects using a personalized cover letter that informs the prospect of the Board's interest in him/her, a brief description of the recruitment and nominations process, and an invitation to be considered for the Nasha Shkola Board of Directors (*see* Attachment B), and a copy of the position description that details the roles and responsibilities of a Board Director (*see* Attachment C); and receive a response form that the prospect can return indicating he/she would like more information and/or they want to be considered for the Board of Directors (*see* Attachment D);
- D. conduct background check on every candidate before names are placed on the ballot ;
- E. conduct candidate orientation session to educate potential candidates about the role, responsibilities, duties, time commitment and performance expectations.
- F. After the orientation session is completed, individuals who wish to continue in the process, will be asked to fill out the questionnaire that provides some background information (*see* Attachment E). Some of this information can be included in their profiles that will be distributed to all individuals who are eligible to vote (*see* Attachment F). A deadline date to return the questionnaire will be given or it will be sent to them prior to the orientation.
- G. present the list of prospective candidates to the Board of Directors during the May board meeting.
- H. notify eligible voters of the candidate's names, biographies, and candidate statements at least 10 (ten) calendar days before the election and post this information on the school website.

V. VOTER ELIGIBILITY LIST

Voter eligibility will be limited to:

- A. Any natural, step or foster parent or any legal guardian of a student enrolled at Nasha Shkola Charter School shall have one vote
- B. All paid Nasha Shkola staff members employed at the school (at the time of the election), including teachers providing instruction, shall have one vote.
- C. All Nasha Shkola Staff members shall have one vote.
- D. No person shall have more than one vote.

VI. ELECTION

- A. Nasha Shkola must notify eligible voters of the Board of Directors' election date and voting procedures at least 30 days before the election and port the information on the school website. No elections will be held during holidays or school breaks. Elections must be held during the school year.
- B. The election shall be held in June, on a date determined by the Board of Directors.
- C. Voting shall be conducted in person at the school building location from 8:00 a.m. to 5:00 p.m. on Election Day in the school office using on-site balloting.
- D. The appointed staff person will keep the Master Voter Eligibility List and ask voters for a Driver's License, State Issued I.D., or other eligible form of identification, as determined by the School Board, as a method to establish eligibility for those eligible voters who choose to vote at a school building location.
- E. The Board Development Committee will verify the election results within 24 hours after election.
- F. After the election results have been retrieved, and the elected candidates determined, the Master Voter Eligibility List will be maintained in a secure location for one year.
- G. The School Board Chairperson will contact the candidates to inform them of the results and remind them of the date for their first meeting.
- H. The candidates will begin their service on the school board at the July Board Meeting.
- I. The Board development Committee will ensure that that every new board member attend training on board governance, the board's role and responsibilities, employment policies and practices, and financial management. A board member is required to begin the training within six months of being seated and complete it within 12 months of being seated on the board or the member is ineligible to continue to serve as a board member.

Legal Reference: Minn. Stat. §124E.07 (Board of Directors)
Minn. Stat. §124E.14 (conflict of interest, further guidance)

Nasha Shkola
INVITATION LETTER DRAFT
(Attachment B)

In [MONTH] of this year, new Board Directors will be appointed to the Board of Directors of Nasha Shkola. You have been recommended to our Board Development Committee as a possible candidate for Board service. We are requesting that you give serious consideration to this nomination for a Board position.

The next several years promise to be exciting ones for Nasha Shkola. Nasha Shkola will continue to have a positive impact on the children and families we serve. The Board of Directors will play a central role in this important work.

Because of your experience and involvement in Nasha Shkola and/or the community, we feel you are well qualified to be nominated for a Board position. As you consider this opportunity, we ask you to review the Board Director Position Description included in this mailing. As you will see, we are expecting the Board to be an active one.

A primary responsibility of Board Directors is to participate in the development of policy and major decision-making at Board meetings held at least 12 times a year. *Another key responsibility is to be active on an ongoing basis in a committee of the Board. Board nominees will be asked to make that commitment before they are voted onto the Board.*

Since its opening, Nasha Shkola has become recognized as an effective educational leader having real impact within the community. We invite you to become a part of this growing tradition.

A member of our Board Development Committee has been asked to contact you by phone to discuss this invitation with you. You may have already received this call. In the meantime, if you wish to be considered as a candidate for the Board of Directors, please send in the enclosed response form. If your answer is "yes," you will be asked to attend a short orientation meeting to review Board responsibilities in more detail and you will receive additional information about Nasha Shkola.

If you have any questions, please contact [NAME, PHONE NUMBER AND EMAIL ADDRESS].

Sincerely,

[NAME OF BOARD DIRECTOR]
Nasha Shkola Board of Directors

Nasha Shkola
BOARD DIRECTOR POSITION DESCRIPTION
(Attachment C)

1. Attend regular meetings of the Nasha Shkola Board, which are each approximately 2 hours in duration. The Board meets monthly. Be accessible for personal contact in-between Board meetings.
2. Provide leadership to Board committees. Each Board Director is expected to serve as an active, ongoing member of at least one committee. This requires a number of meetings per year plus individual committee task completions.
3. Commit time to attend important school related functions, such as staff meetings, staff workshops, open houses, and parent-teacher conference.
4. Responsibly review and act upon committee recommendations brought to the Board for action.
5. Prepare in advance for decision-making and policy formation at Board meetings; take responsibility for self-education on the major issues before the Board.
6. Participate in the annual Board Director self-review process.
7. Participate in the annual Board development and planning retreat/meeting.
8. In general, utilize personal and professional skills, relationships and knowledge for the advancement Nasha Shkola.
9. Be familiar with and act in accord with Nasha Shkola's Board of Directors' Policy Manual.
10. Meet the duty of care, obedience and loyalty as defined in Minnesota Statutes §317A.
11. Participate in the Board training required under Minnesota Statutes §124D.10.

I am aware that this Board Director Position Description is an expression of good faith and provides a common ground from which Board Directors can operate. Additional information on the mission of Nasha Shkola, educational program and Board responsibilities is contained in the Board orientation materials and bylaws which I have read.

Board Director's Signature

Date

Nasha Shkola
BOARD NOMINATIONS RESPONSE FORM
(Attachment D)

Please Check One:

- I am interested in being considered for a Nasha Shkola Board position. Contact me with information about the upcoming orientation session.
- Contact me. I need more information before I can decide if I want to be considered for a Board position.

Name _____

Day Phone _____ Evening Phone _____

Return by Mail to:

[ADDRESS]

Or

Return by Fax to: [FAX NUMBER]

Nasha Shkola
BOARD APPLICATION FORM
(Attachment E)

Complete this form and return to the Nasha Shkola Board Development Committee.

Name: _____ Phone: _____

Address: _____

Relevant Community Experience and/or Employment (attach a resume if relevant): _____

Why are you interested in serving as a Board Director? _____

Area(s) of expertise/contributions you feel you can make to our school as a Board Director: _____

Other volunteer commitments: _____

Nominee: _____ Date: _____

For Board Committee Use

____ Nominee has had a personal meeting with the Board Development Committee Chair, Board Chair, Charter School Administrator, or other Board Director. Date: _____

____ Nominee reviewed by the Board Development Committee. Date _____

____ Nominee attended a Board meeting. Date _____

____ Nominee interviewed by the Board. Date _____

Action taken by the Board: _____

Nasha Shkola
BOARD PROFILE WORKSHEET
(Attachment F)

Nominee Initials: _____

CONSTITUENCY:

_____ Parent _____ Guardian _____ Community Member
_____ Licensed Teacher Teaching in the Classroom

SKILLS:

Strategic Planning: _____

Public Relations: _____

Financial Management: _____

Community Development: _____

Administration: _____

Academic/Education: _____

Government Representative: _____

Law: _____

Personnel: _____

Charter School Law: _____

Other: _____
