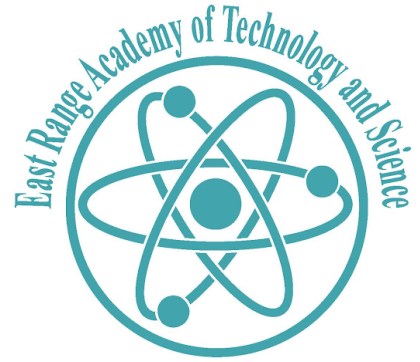


Board Policy  
201

**Board Elections  
and Campaigning**



*Adopted: 9/2007*

*Revised: 11/2017*

**I. PURPOSE**

The East Range Academy of Technology and Science School Board shall form a Board Development Committee (henceforth “committee”) **by March of each election year**. The committee will follow the election procedures described below.

**II. POLICY STATEMENT**

Board elections are held every three years. In accordance with the East Range Academy Bylaws, elections for the School Board and seating of the elected members will be in June of the election year.

**III. SELECTING POSSIBLE BOARD CANDIDATES**

- A. The committee will develop a list of Board candidates.
- B. The candidates will be licensed teachers employed by East Range Academy; parents and guardians of currently enrolled students; or community members who demonstrate their support to the mission, values, and goals of East Range Academy.
- C. The committee shall attempt to locate a viable number of candidates to present to the Board.
- D. The committee may gather information from potential candidates by sending the following to interested, qualified candidates;
  - 1. Letter of Invitation (*Resource A*)
  - 2. East Range Academy School Board Position Description (*Resource B*)
  - 3. East Range Academy Board Application Form (*Resource C*)

- E. The committee will bring the list of potential candidates along with any completed application forms to the first regular April Board meeting for Board approval.

#### **IV. ELECTION**

- A. The committee will organize the election (by the end of April or beginning of May) by completing the following;
  - 1. The committee shall create ballots with approved candidates, as well as other election materials.
  - 2. The Committee shall oversee the facilitation, distribution, and tabulation of ballots to all eligible voters. Eligible voters:
    - a. Each student's mother and father or legal custodians have one vote, with a maximum of two voters per family.
    - b. Each East Range Academy employee has one vote.

#### **V. ORIENTATION (prior to June Board meeting)**

- A. The committee shall notify candidates of the election results.
- B. The committee shall schedule an orientation session with elected candidate(s) prior to the June Board meeting. *Resource D* can be used for the orientation agenda.
- C. The candidate(s) shall sign the East Range Academy Board Member Profile Agreement (*Resource E*) and the Conflict of Interest form (*Resource F*).
- D. The candidate(s) shall be seated at the June Board meeting.

## Invitation Letter Draft

(Resource A)

In May of this year, new Board Members will be elected to the School Board of East Range Academy of Technology and Science. You have been recommended to our Board Development Committee as a possible candidate for Board service. We are requesting you to give serious consideration to nomination for a Board position. *[number of open positions]* three-year terms will be available beginning in June.

The next several years promise to be exciting ones for East Range Academy. Our school will continue to have a positive impact on the children and families we serve. The School Board will play a central role in this important work.

Because of your experience and involvement in the school and/or 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 *East Range Academy School Board 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 Members is to participate in the development of policy and major decision-making at Board meetings held at least twelve times a year, generally once per month. Another key responsibility may be to become active in a committee of the Board such as Finance Committee, Curriculum Committee, or Policy Committee.

Since its opening in 2007, East Range Academy of Technology and Science 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.

If you wish to be considered as a candidate for the East Range Academy School Board, please complete and send back the enclosed *School Board Application Form* to the Board Development Committee member who contacted you. If you would like additional information regarding East Range Academy or the role of the School Board, please contact the school's Director, Tara Lere, at (218) 744-7965 or [tlere@mnerats.org](mailto:tlere@mnerats.org).

Sincerely,

East Range Academy School Board

## **East Range Academy of Technology and Science School Board Position Description**

*(Resource B)*

1. Attend regular, monthly meetings of the East Range Academy School Board, which are each approximately two hours in length.
2. Review the meeting agenda, minutes, and supplemental materials prior to each Board meeting.
3. Provide leadership to Board-appointed committees.
4. Participate in a self-review process regarding the functioning of the Board and its individual members.
5. Participate in the annual board development and planning retreat(s).
6. Attend Board training sessions related to Governance, Employment Law, and Finance.
7. Use active listening skills.
8. Become familiar with charter school law, charter school finance, East Range Academy's by-laws, and Robert's Rules of Order.
9. Avoid conflicts of interest and publicly disclose when such conflicts exist.
10. Provide representation for students, staff, and parents of East Range Academy and commit to serve in their best interest.

**East Range Academy School Board Application Form**  
(Resource C)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email: \_\_\_\_\_

Please indicate if you are a licensed teacher, parent of a student, or a community member:

What relevant community experience and/or employment do you have that you feel can benefit the East Range Academy School Board?

What area(s) of expertise/contributions do you feel you can make to East Range Academy as a Board Member?

If you are an employee of East Range Academy, how do you expect you will be able to separate your role as a Board member from that of a staff member?

If you are not an employee of East Range Academy, do you have any charter school experience?

Why are you interested in serving as a Board Member of East Range Academy?

Do you have other volunteer commitments? If so, please indicate below.

## **School Board Orientation Session Agenda**

*(Resource D)*

- I.** Welcome and Introductions
- II.** Overview of the East Range Academy of Technology and Science mission, vision, and educational goals of the school including the strategic plan
- III.** Overview of the roles and responsibilities of School Board Members and Officers
- IV.** Review of the Board Member position description
- V.** Discuss schedule for potential training dates of the 3 required trainings; Board Governance, Employment Practices & Law, and School Finance
- VI.** Review East Range Academy's Bylaws
- VII.** Questions

## **East Range Academy Board Member Profile Agreement**

*(Resource E)*

Members of the East Range Academy of Technology and Science School Board shall be fully committed to the charter school concept. The purpose of the School Board is to direct, not manage, the school. Board members should be able carry out the East Range Academy vision, foster relationships with staff and the school community, and oversee the budget.

All Board members should attend at least two school related functions—such as staff meetings, staff workshops, open houses, and parent-teacher conferences—each school year to show support and encouragement for that vital aspect of our school. Board members may chair and serve on committees.

Prior Board experience is helpful but not necessary. A high value for professionalism and the success of the school is mandatory. Motivation for serving on the Board shall be to help guarantee the educational success of students.

All Board members are expected to attend a yearly board working session where the goals of the Board are defined, a Board self-evaluation critique is conducted, outside speakers may present information on effective Board leadership, and other pertinent topics are discussed. The Board will annually self-evaluate itself. Goals for the next year will also be determined at that time. Board Members shall fulfill their responsibilities on the Board, Board committees, or subcommittees to their fullest capability. All Board members should be the best public relations representatives the school has.

### **Behavioral Expectations**

Expectations include a professional demeanor at all Board meetings. Issues being discussed shall not be personalized and directed toward any other Board member, staff member, parent or anyone else. Confidentiality is expected in all situations. Board members shall respect and listen to ideas being presented by other Board members.

Board members fulfilling their responsibilities to their fullest potential shall be encouraged by each of the members. When receiving criticisms from parents or other interested parties about staff or other Board members, the Board member shall direct the speaker to the Board member/staff member involved in the situation or to the school's Director. Board members are expected to present a positive image of staff and Board members to the school community or parties outside the school community.

In the event of a conflict, that conflict shall be resolved with the people with which it was created. Board members will commit to resolving conflict directly with each other or with the appropriate staff member

and not share the conflict with anyone outside of the conflict, including, but not limited to other parents, other staff members or the media.

Board members shall exemplify integrity, honesty and respect. A dedication and commitment to the vision of East Range Academy and the charter school movement shall be top priority for any Board member. Any Board member finding himself or herself involved in an irresolvable conflict shall put the vision of the school first and step down from the Board.

Board members shall abide by the open meeting law. The open meeting law states that anyone discussing Board business, policy, actions, resolutions, etc. with a quorum of the Board or the quorum of a Board committee, except at regularly scheduled meetings, is illegal. A "quorum" is defined as a number larger than 50% of the Board membership excluding ex officio members. A "meeting" is defined as communication of a quorum through person, telephone, e-mail, or any other means. Confidentiality law is also outlined in this section of the statute. Personnel matters, individual students, and negotiations are confidential by law.

Board members missing more than two Board meetings a year ~~shall~~ may be relieved of their Board involvement.

### **Governance of East Range Academy of Technology and Science**

East Range Academy shall be governed by a School Board of Directors. The Director of East Range Academy shall answer directly to the Board. The Director shall make decisions on a day-to-day basis and fulfill all administrative duties for the school. The Board will maintain the vision and steer the school's direction as it carries out the mission.

As with all charter schools, East Range Academy is an entity separate from the school district in the area of governance. This unique characteristic of charters shall be guarded by each Board member.

If a Board member questions a decision of the Director, he or she shall immediately take that concern or disagreement to the Director in a confidential and diplomatic format. Likewise, the Director shall agree to the same commitment. Respect for each other shall remain constant.

While at the school, Board members shall be mindful of the different roles they play: parent, volunteer, Board member, etc. A Board member will not use their position of authority while acting in their parent or volunteer roles. Board members shall foster good relationships with the administrator and staff on a personal level. With humility, each Board member will serve the best interests of the school.

Board members shall remember that stepping out of their advisory/Board capacity and attempting to run the school as an administrator will always cause problems.



The vision and mission statement of East Range Academy will serve to guide the School Board. The goal to continually improve, maintain integrity, serve East Range Academy families and ensure academic success for our students shall take precedence in all situations.

Signed, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_ Board Member, East Range Academy of Technology and Science

(Resource F)

TO: ADMINISTRATORS AND SCHOOL BOARD MEMBERS –  
East Range Academy of Technology and Science

FROM: NAME, Director of Finance

DATE: [date]

SUBJECT: Auditors Compliance, M.S. 124D.10 subd. 4a and 8(j) – Conflict of Interest

Review the following and check the applicable statements related to conflict of interest regarding charter schools for the year ended [date]:

- ☐ I am, or my immediate family member\* or partner is an owner, employee, or agent, of a contractor with a for-profit or nonprofit entity with whom the charter school contracts, directly or indirectly, for professional services, goods, or facilities.
  - ☐ If so, I refrain from participating in selecting, awarding, or administering a contract if a conflict of interest exists. A conflict exists when (1) the board member, employee, officer, or agent, (2) the immediate family of a board member, employee, officer, or agent, (3) the partner of the board member, employee, officer, or agent, or (4) an organization that employs, or is about to employ any individual in clauses (1) to (3), has a financial or other interest in the entity with which the charter school is contracting.
- ☐ I am an employee, agent, or board member of the authorizer who participates in the initial review, approval, ongoing oversight, evaluation, or the charter renewal or nonrenewal process or decision.
- ☐ I am aware of the following transactions undertaken by myself, my immediate family members, my partner/spouse or entities affiliated with myself, my immediate family members, or my partner/spouse during the year that would impair my independence with respect to the organization listed above.
  - ☐ Required information:
    - a. Description of transaction: \_\_\_\_\_
    - b. Individual/entity engaging in transaction: \_\_\_\_\_
    - c. Amount of transaction: \_\_\_\_\_
    - d. Identify other party to the transaction: \_\_\_\_\_
    - e. Relationship of individual/entity (self, spouse, etc.): \_\_\_\_\_

- ☐ I am aware of no transactions undertaken by myself, my immediate family members, my partner/spouse or entities affiliated with myself, my immediate family members, or my partner/spouse during the year that would impair my independence with respect to the organization listed above.
- ☐ I sold or purchased property or materials owned by the charter school. If so, please place a check in the box next to all that apply.
  - ☐ The property was not needed by the charter school.
  - ☐ The purchase was made through a sealed bid or public auction.
  - ☐ I was not directly involved with the sealed bid or auction process.
  - ☐ Public notice of the sale was given for at least one week.
- ☐ I did not sell or purchase property or materials owned by the charter school.

To the best of my knowledge and belief, the above information is true and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Place of employment: \_\_\_\_\_