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ATHLOS LEADERSHIP ACADEMY POLICY No. 2.1 BOARD ELECTION PROCESS

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I. PURPOSE

The Board shall appoint a Board Development Committee that will follow the election procedures described below for the Athlos Leadership Academy Board of Directors.

II. POLICY STATEMENT

Elections will be held in accordance with the Athlos Leadership Academy Bylaws and Minnesota law. Elections for the Board of Directors will be held at Athlos Leadership Academy on the last day of school every year unless otherwise approved by a motion of the board.

III. BOARD STRUCTURE

The Development Committee and board members shall refer to ALA Bylaws and Charter Law when selecting candidates to ensure that the board is following current law requirements and ALA bylaws regarding board structure.

IV. BOARD MEMBER TERMS

- A. Terms of board members shall begin on July 1.
- B. Bylaws shall set the term length of board members, ensuring that terms are no less than two years.
- C. Bylaws shall set the number of terms an individual may serve on the board and as an officer of the board.

V. BOARD MEMBER CRITERIA

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- A. The board shall consult bylaws for school-specific requirements on ALA Board structure.
- B. Board members must not be related parties.
- C. The ongoing board must include: (1) at least one licensed teacher, (2) at least one parent or legal guardian of a student enrolled in the charter school who is not an employee of the charter school, (3) at least one interested community member. A community member serving on the board must reside in Minnesota, must not have a child enrolled in the school, and must not be an employee of the charter school.

To serve as a licensed teacher on a charter school board, an individual must: (1) be employed by the school or provide at least 720 hours of service under a contract between the charter school and a teacher cooperative, (2) be a qualified teacher as defined under section 122A.16, either serving as a teacher of record in the field in which the individual has a field license, or providing services to students the individual is licensed to provide, (3) not serve in an administrative or supervisory capacity for more than 240 hours in a school calendar year.

The chief administrator may only serve as an ex-officio nonvoting board member. No other school employees may serve on the board aside from teachers meeting the requirements of law, bylaws and this policy.

A contractor providing facilities, goods or services to a charter school must not serve on the board of directors.

- D. An individual is prohibited from serving as a member of the charter school board of directors if: (1) the individual, an immediate family member, or the individual's partner is a full or part owner or principal with a for-profit or nonprofit entity or independent contractor with whom the charter school contracts, directly or indirectly, for professional services, goods, or facilities; or (2) an immediate family member is an employee of the school. An individual may serve as a member of the board of directors if no conflict of interest exists under this paragraph, consistent with this section.
- E. An employee, agent, contractor, or board member of the authorizer who participates in initially reviewing, approving, overseeing, evaluating, renewing, or not renewing the charter school is ineligible to serve on the board of directors of a school chartered by that authorizer.

- F. 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.

VI. SELECTING AND CONTACTING POSSIBLE BOARD CANDIDATES

A. Information regarding the nominating process and timeline shall be included in the teacher and student handbook each year and on the school website. Any updates to the information will be communicated through the school website.

B. Candidates may be nominated by eligible voters. All nominations are due by January 1 unless the window is extended by the Board Development Committee. The Board Development Committee has Board authority to extend the window as needed.

C. The Board of Directors Nomination Form should be completed for each candidate and submitted to the Board Development Committee. Nomination forms shall be made available on the ALA website or by contacting a member of the Board Development Committee.

D. The Board Development Committee shall conduct initial interviews with nominees. Nominees shall be required to provide a current resume and brief biography for review prior to the interview. Interviews shall be conducted within 30 days of receipt of a nomination form pending a timely receipt of resume and biography. During the interview process, the committee shall provide the nominee with the details of the roles and responsibilities of a board member (Attachment A). Attachment A need not be signed until elected.

When reviewing the prospective Board Directors, the Board Development Committee should ask themselves the following questions:

1. Does the candidate appear to be committed to the mission and educational philosophy of Athlos Leadership Academy?
2. Can the candidate contribute the time necessary to be an effective Board Director?
3. Does the candidate possess some of the key skills, knowledge and other assets that match the Board's recruiting priorities?
4. Does it appear that the candidate can place Athlos Leadership Academy purposes and interests above their own professional and personal interests when making decisions as a Board Director?

E. The Board Nomination and Election process shall be in line with the Athlos Leadership Academy governance model as recorded in the ALA bylaws. The governance model shall, at all times, align with the requirements of charter law.

F. The Board Development Committee shall ensure completion of background checks on all committee-recommended candidates prior to the April Board meeting and prior to recommending a candidate to the board.

G. The Board Development Committee may arrange, through the superintendent, a school tour, invitation to a school function, or a meeting with administration for committee-recommended candidates seeking further general information on Athlos Leadership Academy

H. The Board Development Committee shall present a written list of prospective candidates to the Board of Directors following interviews. Candidates shall be presented throughout the school year as received. The list shall be accompanied by resumes, bios, interview notes, and a written committee recommendation, if applicable. The Board Development Committee, shall recommend to the Board, candidates for the election slate.

I. Following the April Board meeting, once the Board has chosen the prospective Board candidates for the ballot, the Board Development Committee members will then contact all nominees within the week to communicate whether or not they are being placed on the ballot for the Board election.

VII. NOTIFICATION TO VOTERS

A. The board of directors must establish and publish election policies and procedures on the school's website.

B. The board of directors must notify eligible voters of the school board election dates and voting procedures at least 30 calendar days before the election and post this information on the school's website.

C. The board of directors must notify eligible voters of the candidates' names, biographies, and candidate statements at least 10 calendar days before the election and post this information on the school's website.

D. No elections will be held during holidays or school breaks. Elections must be held during the school year and may not be held on a day when the school is closed. Eligible voters shall be notified of the election date through the district calendar published in the fall. Voters will be notified on the school website in the case of election date changes as well as being notified through other required methods of contact as noted in B and C above.

VIII. ELECTION

A. After the Board has chosen candidates for the ballot, the Board Development Committee, will then create ballots and other election materials. The election will take place on the last day of school every year, at Athlos Leadership Academy, unless otherwise approved by a motion of the board.

B. Staff members employed at the school, including teachers providing instruction under a contract with a cooperative, members of the board of directors, and all parents or legal guardians of children enrolled in the school are the voters eligible to elect the members of the school's board of directors.

C. Each student's mother and father or legal guardians each have one vote; each school employee has one vote.

D. Once all votes are in and tabulated, the newly appointed Board of Directors will be notified, will be required to sign the Board Director Position Description and Board Member Profile Agreement (*see* Attachments A & B), and will take their place on the Board of Directors at the Board Meeting in July.

IX. ORIENTATION AND BOARD TRAINING

A. The Board Development Committee will then schedule an orientation with elected board members in June or July, prior to the July Board Meeting. If at all possible, this orientation shall involve all Board Members. The orientation shall include, but is not limited to:

1. Welcome and introductions;
2. Overview of the mission, vision and educational goals of the school;
3. Overview of the roles and responsibilities of the Board of Directors;
4. Review of the individual job description detailing specific expectations (for example, committee work, meeting attendance, involvement in community outreach, etc.);
5. Opportunity for Board candidates to ask questions.

B. The Board Development Committee shall support newly elected and current Board Members in obtaining required board training in accordance with Charter Law and the school's Board Training Policy.

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C. **Prior to beginning their term**, a new board member must complete training on a charter school board's role and responsibilities, open meeting law, and data practices law.

D. A new board member must complete training on employment policies and practices under chapter 181; public school funding and financial management; and the board's roles and responsibilities regarding student success, achievement, and performance within 12 months of being seated on the board or the individual is automatically ineligible to continue to serve as a board member. A board member who does not complete training within the 12-month period is ineligible to be elected or appointed to a charter school board for a period of 18 months.

X. INTERIM BOARD MEMBERS

A. Unless otherwise provided by Minnesota Statutes §317.A.227, vacancies on the Board of Directors caused by death, disqualification, resignation, disability, removal, or other cause shall be filled by appointment of a new director by the affirmative vote of a majority of the remaining directors, even if less than a quorum. A board member filling a vacancy shall complete the term of the vacated director seat.

B. Before filling the vacancy, the appointed director shall be required to complete a background check, sign a conflicts of interest form, and sign the Board Director Position Description and Board Member Profile Agreement (*see* Attachments A & B). The appointed director shall be provided with a board orientation and must complete required trainings within the required timelines.

Legal Reference: Minn. Stat. §124E (Charter School Law)

ATHLOS LEADERSHIP ACADEMY
BOARD DIRECTOR POSITION DESCRIPTION
(Attachment A)

1. Attend regular meetings of the Athlos Leadership Academy Board in their entirety. The Board meets monthly with board meetings lasting approximately 2 hours. Be available to stay for Board meetings lasting longer than two hours. 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 family nights.
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. Review all board packet materials, in detail, before board meetings.
6. Participate in the annual Board Director self-review process.
7. In general, utilize personal and professional skills, relationships and knowledge for the advancement of Athlos Leadership Academy.
8. Be familiar with and act in accordance with Athlos Leadership Academy's policies, bylaws, charter law, and authorizer contract.
9. Meet the duty of care, obedience and loyalty as defined in Minnesota Statutes §317A.
10. Participate in the Board training required under Minnesota Statutes §124E.

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. I agree to fulfill all of the aforementioned duties as a Board Member of Athlos Leadership Academy.

Board Director's Signature

Date

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**ATHLOS LEADERSHIP ACADEMY
BOARD MEMBER PROFILE AGREEMENT
(Attachment B)**

Athlos Leadership Academy Board of Directors shall have a firm knowledge of creating an effective charter school governing Board. Directors shall be fully committed to the charter school concept. The purpose of the Board of Directors is to direct, not manage, the school. Board members should be able carry out Athlos Leadership Academy's 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 Family Nights) per 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. 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 participate in an annual Board self-evaluation. Board development goals for the next year will also be determined at that time. Directors 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, consistent with state and federal law, 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 Directors. When receiving criticisms from parents or other interested parties about staff, the Board member shall direct the speaker to the Superintendent who shall process the criticism in a manner consistent with Board policies. Board members are expected to present a positive image of staff and Board members to the school community or parties outside the school community.

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 Athlos Leadership Academy shall be the top priority for all Board members. Any Board member finding him 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,

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except at regularly scheduled meetings, is illegal. A "meeting" is defined as communication of a quorum through person, telephone, e-mail, or any other means. Board members shall only call meetings in accordance with Open Meeting Law and its posting requirements.

GOVERNANCE OF ATHLOS LEADERSHIP ACADEMY

Athlos Leadership Academy shall be governed by a Board of Directors. The Superintendent of Athlos Leadership Academy shall answer directly to the Board and serve at the pleasure of the Board. The Superintendent 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 Statement.

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

If a Board Director questions a decision of the Superintendent, he or she shall immediately take that concern or disagreement to the administrator in a confidential and diplomatic format. Likewise, the Superintendent 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, teacher, Board member, etc. Board members will not use their position of authority while acting in their parent, teacher, 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 refrain from letting their interests as parent, teacher, or community member interfere with their duty to represent the interests of Athlos Leadership Academy.

Board members shall remember that stepping out of their advisory/Board capacity and infringing up on administrator roles is not acceptable. Board members, shall at all times, refrain from interfering with administrative level duties and decisions.

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

I agree that I have read, understand, and will adhere to all items in the Board Member Profile Agreement.

Signed, this ____ day of _____, 20____.

Board Member, Athlos Leadership Academy

**Athlos Leadership Academy
BOARD PROFILE WORKSHEET
(Attachment D)**

To be presented to the board for all candidates recommended by the Board Development Committee. (The format of this form is optional. The committee may adopt a different form for recording keeping and relaying information to the full Board.)

Nominee Name: _____

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: _____

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Charter School Law: _____

Other: _____

(Attachement E)

This form may be amended without amending this policy.

Athlos Leadership Academy Board of Directors Nomination Form

Please return this completed form to the Athlos Leadership Academy Board in one of the following ways:

- 1. Place in the ALA Board Mailbox in the entryway at ALA.*
- 2. Email a pdf to : (insert here)*
- 3. Fax to ALA Board: (insert here)*
- 4. Mail to: Athlos Leadership Academy,
C/o ALA Board,
(insert current address)*

Athlos Leadership Academy Board of Directors Overview:

The ALA board is responsible for developing, implementing, and assessing policy; instituting sound employee relations; conducting open meetings; recognizing and conforming to the legal mandates imposed by state and federal laws; and governing within the limits of a delegation of state authority as a nonprofit and public school board. Additionally, the board has an obligation to assess its successes and challenges; inform the public of all deliberations and decisions; promote accountability; avoid abuse of power; enhance public understanding of its mission; conform to standards of ethical behavior; provide a framework for setting goals; and develop strategic plans for the accomplishment of those goals. School board information can be found on ALA's website.

General Board Nomination Information:

The board accepts board member nominations on an ongoing basis for applicable upcoming board elections. ALA seeks board nominees with professional experience in business, marketing, law, accounting, fundraising, education, and human resources. The ALA board is comprised of community, parent and teacher board members with professional expertise in one or more of the aforementioned categories. Further information about board nominations can be found on ALA's website or by requesting information from: (insert board contact person here)

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*ALA is looking for nominees with experience in **business, marketing, law, accounting, fundraising, education, and human resources.***

Check all that apply:

_____ Nominating Self

_____ Nominating Other

_____ I have contacted the nominee and the nominee has expressed interest in being nominated for the Athlos Leadership Academy Board of Directors.

Name of Board Nominee _____

Check one: ALA Teacher _____ Parent of ALA Student _____ Community Member _____

Address _____

E-mail _____

Phone _____

Name of Nominator _____

E-mail _____

Phone _____

Questions to be completed by prospective board member:

1. I have experience and expertise in (circle all that apply):

-business

-fundraising

-marketing

-education

-law

-human resources

-accounting/finance

-facilities

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2. Please describe your educational background, experience, and expertise related to each area you circled in #1.

3. Why are you interested in serving as a member of the Board of Directors of Athlos Leadership Academy?

4. Have you had any previous board experience? If yes, please describe.

5. What has been your personal involvement in the Athlos Leadership Academy community?

6. What motivates you as a volunteer?