

4 March 2015

To: Eagle Ridge Academy Staff and Families
From: Missy Madigan, Election Coordinator
Subject: Eagle Ridge Academy Board of Directors Annual Election

On behalf of the Eagle Ridge Board of Directors, I want to take a moment to inform you of our upcoming annual Board election. Below, you will find some pertinent information regarding the election process. We will be utilizing a web-based election for voting again this year.

Election Communication

Please note that all communications regarding this year's election will take place primarily through email. **If you do not have access to email, please contact the school office at 952-746-7760 so that other arrangements can be made.**

Should you have any questions about the election process, please contact Missy Madigan, Board of Directors Election Coordinator, at 952-746-7760 ext. 152 or email mmadigan@eagleridgeacademy.org.

The Nomination Process

The Board of Directors asks that you consider and recommend yourself or other individuals with the competence and vision to provide skilled leadership for the Academy. Any member of the Corporation, parent or staff, may submit a nomination. There is no limit on the number of nominations one person may make. To nominate, please print a copy of the "Nomination Form" from the Eagle Ridge Academy website listed under the Board tab. Once you have completed the form and contacted your nominee, please mail, fax, email, or drop-off the form in the Academy main office. **Nominations are due to Missy Madigan on or before April 7, 2015 by 4:00 pm.**

Board Member Election Process

Once nominations are received, the election process will follow this sequence:

- All nominees will receive an information packet that will contain a detailed description of the requirements of Board service as well as details for accepting the nomination.
- The Board will create a Voter Information Guide for all members. This Guide will include all candidates, their qualifications, and their views -- taken from the candidate questionnaires. The Voter Information Guide will be available **on April 7, 2015** on the official voting site (web address to be provided in a future email) as well as posted on the Eagle Ridge Academy website for review.
- A Candidate Forum will be held on **April 13, 2015 at 6:30pm in the ERA Commons**. This Forum will provide an opportunity to meet and question all of the candidates who are running for election. All candidates are encouraged to take part in this Forum.

- The official election itself will open on **April 14, 2015 at 8:00am**. You will receive an individualized ballot passcode and log-in information as well as further directions via email. You must cast your vote no later than **May 19, 2015 at 12:00 Noon**.
- Official results will be analyzed and announced at the **May 19, 2015 Annual Board Meeting at 6:00 p.m.**

Nomination Considerations

There are four seats available for this election: two teacher seats, one community member seat, and one parent seat. One teacher seat will be a new, two-year term. The other will be a one year term due to a previous appointment. The highest vote getter will be awarded the two year seat and the second highest will be awarded the one year seat. The parent seat will be a new, two-year term. The community member seat will be a one year term due to a previous appointment.

Please keep in mind that there are certain skills and attributes that the Board desires in its elected representatives. It is important to nominate people with these skills and attributes so that the Board has a broadrange of expertise to call upon as it charts the school's future. These include:

- A Commitment to the Academy's Classical Mission and Vision
- Development/Fundraising/Non Profit Management
- Education
- Facilities Management
- Finance/Accounting
- Governance/Law
- Human Resources
- Information Technology
- Marketing/Public Relations/Advertising
- Strategic Planning

As you consider possible nominations, please keep these additional points in mind:

- This is a hardworking, strategic Board; Board members can expect to spend roughly 12-15 hours per month contributing to Board efforts through meetings and assignments.
- If you are nominating someone other than yourself, please discuss the nomination with that person so that she or he is aware of the nomination.

Many grateful thanks for giving this election your careful thought and attention. We are continually impressed with the commitment of families and staff to ensure the Academy's success.

On behalf of the Eagle Ridge Board of Directors,

Missy Madigan, Election Coordinator