

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

Date: March 1st, 2016

On behalf of the Eagle Ridge Board of Directors, I would like to inform you of our upcoming annual Board of Directors election. Below, you will find some pertinent information regarding the election process.

Board of Directors Composition

Currently, the Board is made up of six teacher seats and five parent/community member seats. For the 2016 election, the following seats will be open for election:

- Three teacher seats
- Two parent /community member seats

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 submit a nomination, please complete the "Nomination Form" below. This form is also available through the Eagle Ridge Academy website under the Board tab.

Click [here](#) to access the nomination form.

Nominations are due on or before March 22nd, 2016 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 containing a detailed description of the requirements of Board service as well as details for accepting the nomination, including a candidate questionnaire.
- A completed questionnaire, submitted by the **April 5th, 2016** deadline, is the individual's official notification that he/she accepts the nomination.
- The Board will create a Voter Information Guide that will include information on all candidates, their qualifications, and their views -- taken from the candidate questionnaires. The Voter Information Guide will be available on **April 7, 2016** on the official voting site as well as posted on the Eagle Ridge Academy website for review.
- A Candidate Forum will be held on **April 19th, 2016 at 6:00pm 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 will open on **April 20th, 2016 at 8:00am**. All eligible voters will receive an individualized ballot passcode and log-in information as well as further directions via email. All votes must be cast no later than **May 24th, 2016 at 12:00 Noon**.
- Official results will be announced at the Annual Board Meeting on **May 24th, 2016 at 6:00 p.m.**

Nomination Considerations

Please be mindful of the skills and attributes that are desirable for members of the Board of Directors. It is important to nominate people with these skills and attributes so that the Board has a broad range 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
- Marketing/Public Relations/Advertising
- Strategic Planning

Additional points to consider:

- 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.

Thank you for giving this election your careful thought and attention. Participating in this cornerstone of our country's system of government is an excellent way to exercise, and model, true citizenship.

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 Pete Larson, Board of Directors Election Coordinator at email plarson@eagleridgeacademy.org.

On behalf of the Eagle Ridge Board of Directors,

Pete Larson, Election Coordinator