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March 1, 2017

Dear Parents/Guardians, Staff, and Community Members of Yinghua Academy:

Before the close of each academic year, Yinghua Academy holds its School Board elections. This letter serves as the official call for candidates; we encourage you to consider running for a School Board seat! Key dates are listed below and explained in more detail within this letter:

**Election Timeline**

- Mar 28 Deadline to file as candidate, 6 pm
- Mar 30 Candidate letters will be delivered via email
- Apr 24 Ballots will be delivered via email
- May 1 Annual Meeting with candidates' speeches, 6 pm
- May 1-8 Election Period
- May 9 Results announced
- July 1 New board members seated, three-year term begins

**Recommended Meetings to Attend**

- March 3 Commons Coffee, Yinghua Cafeteria, 7:45-9:00 AM

**To Learn More**

- March 20 School Board Meeting, Yinghua Library, 6-8 PM
- April 17 School Board Meeting, Yinghua Library, 6-8 PM

**Purpose of the School Board**

The Board of Directors is the elected governing body of Yinghua Academy. The primary responsibilities of the Board are to develop the vision and uphold the mission of the school; to select, support, and evaluate a chief executive; to ensure effective planning and legal compliance; to set policy that will ensure the school's ongoing viability; and to oversee the short- and long-term fiscal health of the school.

Board members are elected to serve a three-year term, running July 1, Year 1 to June 30, Year 3. The School Board is a working board, with all members contributing and making the following commitments:

- Attend monthly board meetings, which typically occur on third Mondays from 6 – 8 PM
- Chair or serve on a board committee (Academic, Development, Facilities, Finance, Governance, and Personnel)
- Spend, on average, 10 hours per month on board and committee work, including meetings

### **School Board Composition**

There will be four seats up for election this year, with the following directors' terms expiring: Emily Hanson (community member), Rosemary Lawrence (community member), Karen Lu (parent), and Lisa Matre (parent). All of the aforementioned directors are eligible to stand for re-election if they choose. Yinghua parents/guardians, licensed Yinghua Academy teachers, and community members may run for the school board. Non-teaching staff members and non-licensed teachers of Yinghua are not eligible for board service according to Minnesota statute. The school's governance model requires at least: one parent/guardian representative, one licensed teacher at Yinghua Academy, and one outside community member who is not a parent of a child at Yinghua nor employed at Yinghua, to serve on the school board. The current board is comprised of 13 members consisting 8 parents, 3 community members, and 2 teachers.

The School Board relies on a diverse base of knowledge to provide sound governance. The primary qualifications are that a candidate be a willing, committed, and objective leader. Anyone with an interest in serving the school is strongly encouraged to submit a *candidate form and interest statement*. The Board is seeking additional members with experience in any of the following areas: academic leadership, finance, risk management, fund raising, or personnel management.

### **How to Learn More**

The School Board and the YACA Board are co-hosting a special Commons Coffee event for individuals interested in learning about their respective boards, the type of work they do, and their upcoming election cycles. The event will be held on Friday, March 3 from 7:45-9:00 AM in the Yinghua Academy Cafeteria Commons. Members of the two boards will give an introduction to board work as well as be available for one-on-one or small group discussion. This is a great opportunity to find out if you, or someone you know, would be a good candidate for the Yinghua Academy School Board, the Yinghua Academy Community Association Board, or a committee of either board.

We also strongly encouraging potential candidates attend an upcoming School Board meeting (March 20 or April 17) to confirm their interest in serving on the board. Meetings begin at 6 pm in the school library.

### **How to Stand for Election**

Please notify the Nominating Committee of your intent to stand for election by submitting the "[2017 School Board Candidate Form](#)," with your interest statement no later than Tuesday, March 28. Information about all nominees will be shared with voters via e-mail on March 30. Candidate information will be posted online and will be available through the school office. Ballots will be prepared and sent *electronically* approximately one week prior to election. Paper ballots will also be

available in the office. All candidates are asked to make a public candidate statement at the Annual Meeting set for Monday, May 1 at 6:00 PM.

### **Not Quite Ready?**

If you are interested in board work but are unsure about the commitment, we encourage parent and staff participation on board committees. In fact, many of our board members first started out as committee members. Contact me or any other board member to have a no-pressure conversation.

Board members contribute their talents to the betterment of Yinghua, for the education of our children, and to the success of our innovative, well-regarded, and top-performing school. Their dedication of time and energy helps shape policy, helps support our Executive Director, and helps make decisions that have a positive influence on the school. Thank you for your consideration of this opportunity!

Sincerely,

Denny Grubish

Governance Committee Chair

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**YINGHUA  
ACADEMY**

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### 2017 School Board Candidate Form

Thank you for running for the Yinghua Academy School Board. Please submit your completed form by Tuesday, March 28, 2017 to the Governance Committee Chair. This form is also available for online completion at <http://bit.ly/2IA009y>. You may send your completed form electronically to [denny.grubish@yinghuaacademy.org](mailto:denny.grubish@yinghuaacademy.org) or via paper copy to the school office, attn: Denny Grubish. The information from this form will be shared with voters and posted on the Yinghua Academy website.

Candidate name: \_\_\_\_\_

1. I am a:

- Parent or legal guardian of currently enrolled Yinghua student/s.  
What grade(s) is/are your child (or children) in? \_\_\_\_\_
- Licensed teacher currently employed at Yinghua Academy.  
What do you teach? \_\_\_\_\_
- Community member—neither a current student’s parent/guardian nor a licensed teacher employed at Yinghua.

2. What is your current affiliation/employment and role? (If retired, or listing a former role, please indicate).

Affiliation/Employment: \_\_\_\_\_ Role: \_\_\_\_\_

3. Contact Information

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

4. Please attach a one-page narrative about yourself addressing why you are interested in serving on the Yinghua Academy School Board, what attributes you bring to the position, and what issues facing the Board are of most interest to you.

Yinghua Academy does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status.