

February 8, 2019

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**

- March 5: Deadline to file as candidate, 6 p.m.
- March 7: Candidate letter sent via email
- April 4: Ballots sent to voters via email
- April 11: Annual Meeting with candidate introductions, 6 p.m.
- April 11-18: Election Period
- April 19: Results announced to candidates
- April 20: Results announced to public
- July 1: New Board members seated, three-year term begins

### **To Learn More:**

We strongly encourage potential candidates to attend an upcoming Board meeting to confirm their interest in serving on the Board.

- February 25—School Board Meeting, Yinghua Library, 6-8 p.m.
- March 25—School Board Meeting, Yinghua Library, 6-8 p.m.

### **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 p.m.
- Chair or serve on a Board committee (Academic, Development, Finance & Facilities, Governance, and Personnel)
- Spend, on average, 5-10 hours per month on Board and committee work, including meetings

### **School Board Composition**

There will be four seats up for election this year, as four director terms are expiring—Nathan Bode, Cindy Bursell, David Mair (parents); and Shu-Mei Lai (teacher). The Board members mentioned in this paragraph are able to stand for re-election if they choose.

Anyone with a strong interest in serving Yinghua Academy may run for the School Board, except that non-teaching staff members of Yinghua are ineligible for Board service according to Minnesota statute. Yinghua's governance model requires at least one parent 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 13 members: 10 parents, 1 community member, and 2 teachers.

The School Board relies on a diverse base of knowledge to provide good governance. The primary qualification is that you are 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. Given the composition of the School Board and the backgrounds of the Board members who will continue to serve on the Board, we seek to recruit candidates with these attributes, skills, and backgrounds:

- Licensed teachers employed at Yinghua Academy as teachers
- Non-profit strategic planning experience
- Human resources experience
- Development/fundraising experience
- Legal expertise
- Knowledge of Mandarin-language education

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

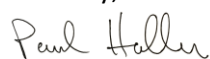
Please notify the Governance Committee of your intent to stand for election by submitting the attached short form, the "2019 School Board Candidate Form," with your interest statement no later than Tuesday, March 5, 2019. Information about all nominees will be shared with voters on March 7. Candidate 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 on Thursday, April 11, at 6 p.m.

### **Not Quite Ready?**

If you are interested in Board work but are unsure about the commitment, consider joining a School Board committee. In fact, many 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 considering this opportunity!

Sincerely,



Paul Haller, Governance Committee Chair  
[paul.haller@yinghuaacademy.org](mailto:paul.haller@yinghuaacademy.org), 612-269-9340

## 2019 School Board Candidate Form

Thank you for running for the Yinghua Academy School Board. Please submit your completed form by Tuesday, March 5, 6 p.m., to the Governance Committee Chair, Paul Haller. You may submit the form either electronically ([paul.haller@yinghuaacademy.org](mailto:paul.haller@yinghuaacademy.org)) or via paper copy to the school office, Attn: Paul Haller. 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 is/are your child's grade (or your children's grades)? \_\_\_\_\_

- 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.) Role: \_\_\_\_\_ Affiliation: \_\_\_\_\_

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 would bring to the position, and what issues facing Yinghua Academy 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.