

PARNASSUS PREPARATORY
SCHOOL

PROCEDURES FOR SCHOOL
BOARD ELECTIONS

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Part I. General Procedures

Parnassus Preparatory School (“Parnassus”) shall conduct elections according to the Bylaws for any open seats on the Parnassus School Board (“Board”) on an annual basis. Elections shall be conducted by the Policy and Election Committee of the Board in accordance with the policies and procedures set forth herein and in a manner that is public, open, fair, and transparent to the Parnassus community.

Any material deviation must be approved by the board

Part II. The Policy and Election Committee

The Policy and Election Committee (P&E Committee) is a committee of the Board whose function is to promulgate any policies and procedures required by the Board and to revise any existing policies and procedures as directed by the Board. All policies promulgated or revised by the P&E Committee must be approved by the Board to be effective. The P&E Committee also shall be responsible for conducting all required Board elections as set forth herein and as directed by the Board. The members of the P&E Committee shall be determined by the Board, but shall include at least one Board member and at least one community member (a person who is not a parent, teacher, or school staff). If a member of the P&E Committee is a candidate, he/she will not participate in the duties and responsibilities of the P&E Committee regarding the board election process described herein.

Part III. Eligible Voters

Eligible Voters for Board elections are defined in Section 5 of the Parnassus Bylaws as follows:

Section 5. Eligible Voters. Each parent and legal guardian of a child enrolled at the school and each employee of the school shall be a member of the Corporation and shall have the limited right to exercise one (1) vote for nominees to the Board. A parent/legal guardian of a child enrolled at the school who is also employed at the school shall have the right to exercise only one (1) vote. The Board nominee (or, in the event more than one Director position in a category is to be filled, the nominees) in each category receiving the highest number of votes shall be elected as a Director. Notwithstanding the foregoing, a person eligible to vote for Directors pursuant to the foregoing shall not be eligible to vote on any other matter affecting or concerning the Corporation, and shall have no other rights or privileges except as explicitly set forth in these Bylaws or provided by Minnesota Statutes Chapter 124D.10.

“Parent” is defined as a legal guardian of a student(s) whose address has been given to Parnassus Preparatory School as the address of record to send school communications.

For clarity, these definitions shall be applied as follows:

1. Two-parent families, with both parents living at the same address, will receive two ballots, one per parent.
2. Single-parent families will receive one ballot, one per parent.
3. Divorced/separated parents, living at separate addresses, will each receive one ballot, one per parent. This assumes that each parent's address is on file at Parnassus Preparatory School as receiving school communications.
4. Divorced/separated parents who have not registered their address with Parnassus Preparatory School as an address to send school communications will not receive a ballot. In order to vote, these parents should come to school and identify themselves to the Principal. The Principal will notify the P&E Committee of the names and addresses of these parents, which will be added to the master list of eligible voters and provide them with a ballot.
5. Step-parents/grandparents/foster parents will not vote unless they are legal guardians.

Part IV. Overview and Timing of Election Process

1. Nomination Solicited – Second Thursday of November
2. Nomination Solicitation Window Closes – First Tuesday of December
3. Questionnaire Distributed to Nominees – First Thursday of December
4. Deadline for Candidates to Return Questionnaire – Fourth Tuesday of December
5. Voting Guide Distributed to Eligible Voters – First Thursday of January
6. Candidate Forum – Third Tuesday of January
7. Ballots Distributed to Eligible Voters – Third Thursday of January
8. Ballot Return Deadline – End of the day on First Thursday of February (Ballots must be in Election Post Office)
9. Ballots Counted and Results Announced – Second Tuesday of February

In the event of impending inclement weather or any other force majeure, the Chair of the School Board may change the above dates when necessary.

Part V. Nomination Process

Nominations will be solicited on the Second Thursday of November via the School Board Election Memorandum (“Election Memo”). The P&E Committee may customize the Election Memo based on the type of open seat and any unique issues, but the Election Memo shall be substantially as set forth in Annex A here. The Election Memo shall be sent to Eligible Voters via the Thursday Folder and staff mailboxes. Eligible Voters may nominate a candidate or individuals may nominate themselves by completing the Board Nomination Form attached to the Election Memo and returning it to the school principal by the First Tuesday of December. The Board Nomination Form must be completed in its entirety and Board Nomination Forms will not be accepted after the deadline. Nominations will only be accepted from Eligible Voters.

Nominees must meet the criteria of the open Board seat (parent, teacher, community member). Though the Election Memo will describe the background and skills that the Board is seeking in a particular Board member (such as legal, finance, marketing, fund-raising, classical educational experience) and strongly encourage nominees with that background and experience, nominations will not be rejected if the nominee does not possess those attributes. All Nominees must also complete the same background check required of school volunteers.

The School Principal will provide the returned Board Nomination Forms to the P&E Committee. The P&E Committee shall send each nominee a Candidate Instruction Memo (“Candidate Memo”). The P&E Committee may customize the Candidate Memo as necessary to address any unique issues with the particular election, but the Candidate Memo shall be substantially as set forth in Annex B hereto.

Nominees must complete the Candidate Questionnaire attached to the Candidate Memo and return it to the School Principal no later than the Fourth Tuesday in December. And, if a nominee has not completed a background check during the current school year in the capacity of a school volunteer, such nominee must contact the School Principal immediately to initiate the background check process. Nominees who do not return a Candidate Questionnaire by the required deadline will be deemed to have not accepted the nomination and not be eligible to be elected.

The School Principal shall deliver the Candidate Questionnaires to the P&E Committee. Candidate Questionnaires shall be incorporated into the Voting Guide (described in Part V below) verbatim.

If only one nominee timely completes and submits the required background check and Candidate Questionnaire, the election shall be declared uncontested and such nominee shall be deemed elected to the School Board to fill the open seat. During an uncontested election, no Voting Guide shall be created or distributed, no ballots shall be created or distributed, no candidate forum shall occur, and no election shall be held. The winner of the uncontested election shall be announced as the new School Board member at the annual meeting.

Part VI. Voting Guide

On the First Thursday in January, the Voting Guide shall be distributed to all Eligible Voters through the Thursday Folder and staff mailboxes. The P&E Committee may customize the Voting Guide as necessary to address any unique issues with the particular election, but the Voting Guide shall be substantially as set forth in Annex C hereto.

Part VII. Candidate Forum

A Candidate Forum (the “Forum”) shall be held on the third Tuesday of January. Candidates will be able to make a case for their election to the School Board by describing their proposed contribution for the school’s future and their qualifications for the position. For the community, the forum will provide an opportunity to hear from and meet the candidates. The Forum shall be organized by the P&E Committee in accordance with the policies and procedures set forth herein. All attempts shall be made to hold the Forum in a neutral location off the school premises. The Forum may not be photographed or videotaped without the consent of the P&E Committee. The P&E Committee will make an official video recording of the Forum. The P&E Committee shall appoint an experienced neutral moderator. A member of the P&E Committee will serve as timekeeper.

The Forum shall take place in the following format:

1. **Introductions.** The School Board Chair will open the forum with a welcome to candidates and the community members, acknowledge current and departing School Board members, and then introduce the moderator. The moderator will explain the format of the evening, the guidelines for candidates and attendees, and the timing of the three segments of the forum: candidate presentations, question and answer session, and informal discussion.
2. **Candidate Presentations.** All candidates will have two minutes to introduce themselves and an amount of time set by the moderator (which will be communicated to the nominee(s) in advance) to present their prepared responses to two general questions posed to the candidates before the Forum by the P&E Committee. Total Time: up to 20 minutes.
3. **Question and Answer Session.** While the candidates are presenting their responses to those two questions, community members will be encouraged to write additional questions they would like all the candidates to answer on index cards. These cards will be collected throughout the candidate presentations. Two Policy and Election Committee members will sort the questions as they come in. This process is designed to ensure that the most-often-noted questions get answered, that we avoid repetition, and that any inappropriate questions are weeded out. The sorters will pass several of the most common questions to the moderator. At the end of the candidates’ prepared presentations, the moderator

will ask as many of these questions as can be covered in this one-hour segment. The moderator will randomly give each candidate the chance to answer first or last, so that seating doesn't determine answer order. Each candidate shall have one minute to answer each question. There will be no open-microphone questions. Total Time: up to one hour.

4. Informal Discussion. Candidates and community members will then have an opportunity to speak informally with one another. This segment allows for discussion and questioning of individual candidates by community members. Total Time: up to 1 hour.

Part VIII. Distribution and Receipt of Ballots

Ballots and instruction for ballot completion will be distributed to all Eligible Voters via USPS on the third Thursday in January. Ballots will be substantially in the form of Annex D hereto. The ballot will be distributed with a postage-paid return envelope addressed to the Parnassus Election Post Office Box (the "PO Box"). The PO Box shall only be used for election purposes.

Only one candidate may be selected for each open seat. If an Eligible Voter votes for more than one candidate for an open seat, that ballot will not be counted. Each returned envelope must be sealed and the following three pieces of information about the Eligible Voter must be written on the envelope: printed name, signature, and address. Unsealed envelopes and envelopes without the required information written on the envelope will not be counted. If more than one envelope has the name of an Eligible Voter on its reverse side, only the ballot inside the envelope received first (as determined by the USPS postmark on each envelope) will count. Ballots that have not arrived in the PO Box by 5 PM on the first Thursday in February will not be counted.

A member of the P&E Committee will collect the ballots from the PO Box and hold them in a secure location. Under no circumstance may the envelopes be opened prior to the official counting of the ballots.

Part IX. Counting of the Ballots and Announcement of Results

The ballots will be counted at the annual meeting on the second Tuesday in February. Ballots will be counted by members of the P&E Committee and volunteers from the community as may be selected by the Board. There will be four ballot counters at 4 stations, and 4 observers to ensure that the procedures set forth below are followed and to pass ballots from one station to another. Public will be permitted in the room as space and decorum allows, in the P&E Committee's discretionary judgment. The candidate for each open seat with the most votes wins. Ballots will be counted in accordance with the following procedure. This procedure is also memorialized in Annex D, which shall be printed out and posted at each station.

Station #1

1. Take one envelope at a time from the ballot box.
2. Check to confirm that the envelope is sealed. If not, place the envelope in the “unsealed envelope” box.
3. Check to confirm that the voter’s signature is on the reverse side of the envelope. If not, place the envelope in the “unsigned envelope” box.
4. Pass the signed, sealed envelopes to Station #2.
5. At the end of the counting, make sure that the person at Station #2 records the names of the senders of unsigned and unsealed envelopes, when possible.

Station #2

1. Take each envelope from Station #1.
2. On the master list of eligible voters, check off the name of the voter who signed the reverse side of each ballot envelope.
3. If more than one ballot has the name of an eligible voter on the reverse side of the envelope, only the ballot received first (as determined by the USPS postmark on each envelope) will count. Place any additional ballots from voters in the “additional ballots” box.
4. At the end of the counting, note any voters whose ballots were unsealed or unsigned (if discernible) next to their names on the master list.

Station #3

1. Take each ballot envelope from the person at Station #2.
2. Open the ballot envelope.
3. Place the folded ballot in the “unopened ballots” box.
4. Place the empty ballot envelope in the “opened ballot envelopes” box.

Station #4

1. Do not start counting until three-to-four folded ballots have been accumulated in the “unopened ballots” box.
2. Take out one folded ballot at a time.
3. Open the ballot.

4. Determine whether or not the ballot conforms to instructions (e.g., only one (1) candidate selected for each open seat). If non-conforming, place in the “non-conforming ballots” box. If conforming, proceed to step 5.
5. Read in a normal voice the name of the candidate who received the vote on that ballot.
6. Place a hatch mark next to that candidate on the tally sheet.
7. Pass the ballot to the outside observer to verify that the correct candidate received a hatch mark.
8. Place the ballot in the “counted ballots” box.

The results of the election shall be announced that evening by a member of the P&E Committee at the Annual Meeting. New Board members shall begin their service in August (the start of the Parnassus fiscal year).

Part X. Run-Off Election

If the top candidates for an open seat receive exactly the same number of votes, a run-off election between those two candidates will be held. Ballots will be distributed within 48 hours of the election with the same instructions and in the same manner as set forth in Part VII above. Ballots must be returned to the P.O. Box by the end of the day on the first Thursday in March. Ballots shall be counted on the second Tuesday in March in accordance with the procedures set forth in Part VIII. The winner of the election shall be announced in the Thursday Folder sent home on the second Thursday in March.

ANNEX A – SCHOOL BOARD ELECTION MEMORANDUM

PARNASSUS MEMORANDUM

TO: PARNASSUS STAFF AND FAMILIES
FROM: <BOARD CHAIR>
SUBJECT: SCHOOL BOARD ELECTIONS
DATE: <DATE>

School Board Election Memo

In February, Parnassus will hold School Board election(s) for <number of positions> School Board member position(s). The School Board asks that you consider and recommend individuals – or yourself – with the competence and vision to provide skilled leadership to the School. Nominations are due on or before <date>.

Below is a description of the nomination and elections process. In addition to informing you about the upcoming sequence of events related to the election, we have also articulated the needs of the School Board. Our goal – and yours – is to ensure that individual members of the School Board bring the necessary skills and commitment to continue the work already started to fulfill the mission, vision, and goals of our young school.

Current Board Structure

The School Bylaws require at least five Board Members, including one teacher, one parent, and one community member. Each member was invited or elected onto the School Board because of the particular set of skills that each could contribute to the work of leading Parnassus. As a result, School Board membership includes a mix of parents, faculty, and community members with a wide variety of professional backgrounds and competencies.

Board Member Selection Process

We would like to ask you, as members of the Parnassus community with a strong vested interest in the school, to nominate potential School Board members. Once we receive the nominations, the election process will follow this sequence.

- All nominees will receive an information packet that will contain detailed descriptions of the requirements of School Board service. It will also contain a Candidate Questionnaire for each nominee to complete. Nominees must send in this completed questionnaire by the fourth Tuesday of December to become a candidate for election, and must successfully complete a background check like those required to volunteer in other capacities at Parnassus no later than the Third Tuesday in January to be included on the ballot. If only one nominee timely completes and

submits the required background check and Candidate Questionnaire, the election shall be declared uncontested and such nominee shall be deemed elected to the School Board to fill the open seat. During an uncontested election, no Voting Guide shall be created or distributed, no ballots shall be created or distributed, no candidate forum shall occur, and no election shall be held.

- With the information from each candidate, the Parnassus Policy and Election Committee will put together a Voting Guide for all parents and staff. This guide will list the candidates, their qualifications, and their views – all taken from the questionnaire that they submitted. You will receive the Voting Guide on <date>.
- On <date>, you will be invited to a Candidate Forum. This forum will provide an opportunity to meet and question all of the candidates who are running for election. All candidates must take part in the forum.
- The election itself will occur on <date>. You will receive additional information on the details of the election process and how we plan to ensure that it is public, open, fair, and transparent.
- The results of the election will be announced at the Annual Meeting of the School Board on <date>.

Nominations

Attached is a nomination form for you to complete if you wish. You are welcome to nominate someone else or yourself. If you are nominating someone other than yourself, please discuss the nomination and what it takes to be a School Board member with that person. Make additional copies of the form if you need more than one.

[In this year’s election, we are specifically electing a teacher representative. A teacher is defined as a person who is licensed as a teacher by the State of Minnesota and employed at Parnassus, with or without a child enrolled at Parnassus (such individuals aren’t eligible to run for a parent position on the School Board, but are eligible for the teacher position on the School Board). Existing School Board members may re-run and all teachers are eligible.]

OR

[In this year’s election, we are specifically electing a parent representative. A parent is defined as a parent or legal guardian of a child enrolled at Parnassus. Existing School Board members can re-run and all parents are eligible.]

OR

[In this year’s election, we are specifically electing a community member representative. A community member is defined as person who is not employed by Parnassus and does not have a child enrolled at Parnassus. Existing School Board members can re-run and all community members are eligible.]

As you think about possible nominations, please also keep these additional points in mind:

- An effective School Board requires a diverse set of skills from its members. To achieve optimal success, we would like to have diverse experience represented, such as: legal, business acumen, real estate, marketing, finance, accounting, public affairs and education (particularly experience with classical education philosophy).
- School Board members serve a four-year term.
- This is a hard-working School Board, and board members can expect to spend at least 20-25 hours per month on School Board work. Some current board members report spending upwards of 10 hours per week.
- School Board members are expected to attend all meetings and events, which include ten monthly School Board meetings (held on weekday nights lasting approximately 2-3 hours), regularly scheduled meetings of the School Board committees and task forces on which members serve, and school events where a School Board presence is needed.
- Additionally, there are several intense working sessions devoted to planning, training and evaluation.
- School Board members will be expected to review in detail all materials distributed in advance of the School Board meetings.

Submitting nominations

The nomination form is attached hereto. It must be completed in its entirety. If you are nominating someone other than yourself, please discuss the nomination and what it takes to be a School Board member with that person. Once you have completed the attached nomination form and contacted your nominee, please submit the nomination to the school principal.

The deadline for submitting nominations is <date> no later than <time>. Late nominations will not be accepted. We are confident that you understand the importance of these nominations. By choosing qualified nominees, you will help Parnassus meet the significant challenges that face the school in the coming years.

Many grateful thanks for giving this opportunity your careful thought and attention. As Parnassus grows and thrives, we are continually impressed with the commitment of families and staff to ensure the school's success.

PARNASSUS SCHOOL BOARD NOMINATION FORM

Nominator's Name:

(Not necessary to complete if you are nominating yourself.)

Address: _____ E-mail Address: _____

Telephone: _____ Relationship to nominee: _____

Nominee's Name:

Address: _____ E-mail Address: _____

Telephone: _____

[Nominated for which open seat?]

_____ Parent _____ Teacher _____ Community Member

Please answer the following question. Attach an additional sheet if necessary.

An effective School Board requires a diverse set of skills from its members. To achieve optimal success, we would like to have diverse experience represented, such as: legal, business acumen, real estate, marketing, finance, accounting, public affairs and education (particularly experience with classical education philosophy). Of the skills needed on the School Board, which do you/this nominee possess?

What additional skills/personal characteristics would recommend you/this nominee further?

What is your/their interest in serving on the School Board?

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY. PLEASE RETURN THE COMPLETED FORM TO PARNASSUS PREPARATORY SCHOOL, PLACE IN A SEALED ENVELOPE LABELED "BOARD NOMINATION" AND SUBMIT TO THE PRINCIPAL.

THE DEADLINE FOR SUBMISSION IS [DATE] AT [TIME]!

ANNEX B – CANDIDATE INSTRUCTION MEMORANDUM

TO: Nominees to the Parnassus Preparatory School Board of Directors
FROM: <Board Designee>
SUBJECT: Election to the School Board
DATE: <Date>

We have received your nomination for election to the School Board of Directors. We appreciate both your commitment to the success of Parnassus Preparatory School and your willingness to take a leadership role. This letter will explain what is involved in running for election to the School Board – and what we need from you to prepare for the election.

The next several years will be crucial ones for ensuring the continued growth of Parnassus Preparatory School, and the School Board will play a central role in shaping the direction of the school. Key priorities in these next years will include managing the expansion of the school facility, planning to add grade levels, and overseeing the development of policies. We are pleased that you want to participate in this exciting time.

Step One

Please complete the attached questionnaire and return to the school by [_____]. Your responses to the questionnaire will be used to prepare your candidate profile page in the *Voting Guide*. All parents and staff will receive this guide early in February; it will contain profiles of every candidate to help voters prepare for the election. Please include a photograph of yourself.

You must also complete a background check. If you have not yet completed a background check this year in the capacity of a school volunteer, please contact the school principal immediately to initiate the process.

Please return the questionnaire to the school principal by [_____]. Failure to return the questionnaire by the deadline will indicate that you do not accept the nomination and do not want to be a candidate for the School Board.

Step Two

Plan to attend and participate in the Candidate Forum on [date and time] at [the Maple Grove City Council chambers]. All parents and staff will be invited to this event to meet and question the candidates in advance of the election. We will send you more specific information on this forum along with the voting guide. All candidates are required to participate in the Candidate Forum, even if running uncontested.

Step Three

After the voting period is over on [_____] and the ballots are tallied, the results will be publicly announced at the Annual Meeting on [_____]. New School Board members will begin their School Board service as of August, the start of Parnassus Preparatory School's [20__] fiscal year.

Additional Information

In addition to the questionnaire, please review the Policies and Procedures for School Board Elections, the Handbook for additional information including expectations of School Board members and other documents related to the school. If you have questions about this process, you are welcome to contact [member of Policy and Election Committee]. Many thanks for your willingness to contribute your interests and skills to help Parnassus Preparatory School thrive.

**PARNASSUS SCHOOL
BOARD CANDIDATE QUESTIONNAIRE**

Name: _____ **Phone:** _____

Address: _____

E-mail Address: _____

- 1) **Why are you interested in serving on the School Board?**
- 2) **Which aspect of our organization interests you most?**
- 3) **What are some of your previous volunteer experiences or leadership roles in non-profits?**
- 4) **What appeals to you about School Board services as a volunteer activity?**
- 5) **An effective School Board requires a diverse set of skills from its members. To achieve optimal success, we would like to have diverse experience represented, such as: legal, business acumen, real estate, marketing, finance, accounting, public affairs and education (particularly experience with classical education philosophy). Of the skills needed on the School Board, which do you possess?**
- 6) **What additional skills, connections, resources, and expertise do you have to offer and are willing to use on behalf of Parnassus (such as fundraising, grant writing, previous board experience, etc.)?**

Answers should use 11-point font size and be no more than 3 pages (counting front and back). Please complete and return this form by [Date] to the school principal.

ANNEX C – VOTING GUIDE

TO: Parnassus Preparatory School Staff and Families
FROM: Policy and Election Committee
SUBJECT: Upcoming School Board Elections
DATE: <Date>

As you are aware, Parnassus Preparatory School’s School Board of Directors’ election is coming up in February.

Please mark the following dates on your calendar:

Candidate Forum: _____

Ballots Distributed: _____ (you will receive your ballot and voting instructions by mail).

Deadline for Return of Ballots: _____

Ballots Counted and Results Announced: _____

Candidate Forum

All Parnassus Preparatory School parents and staff are strongly encouraged to attend this forum to be held [_____] at [_____] in the [Maple Grove City Council Chamber]. All the School Board candidates will present their views. They will also respond to pre-determined questions presented at that time. We are grateful to the League of Women Voters of Minnesota, for volunteering a trained moderator for this forum.

The forum will have three components.

1. *Candidate Presentations:* All candidates will have a few minutes to introduce themselves and present their prepared responses to the following general questions selected by the Parnassus Policy & Election Committee.

[INSERT QUESTIONS]

2. *Question and Answer Session:* The moderator will ask all candidates to respond to additional written questions. While the candidates are presenting their responses the prepared questions, community members will be encouraged to write additional questions they would like all the candidates to answer on index cards. These cards will be collected throughout the candidate presentations. Two Policy and Election Committee members will sort the questions as they come in. This process is designed to ensure that the most-often-noted questions get answered, that we avoid repetition, and that any inappropriate questions are weeded out. The sorters will pass several of the

most common questions to the moderator. The moderator will ask as many of these questions as can be covered in our remaining time. The moderator will randomly give each candidate the chance to answer first or last, so that seating doesn't determine answer order. All candidates will answer these questions, and each will have 1 minute per response. There will be no open-microphone questions. This session will last no more than one hour.

3. *Informal Discussion:* At this point in the forum, the formal program ends. Candidates and community members will then have an opportunity to speak informally with one another. Dessert, coffee, and water will be provided. Whereas Parts I and II were focused on hearing from all the candidates, this segment allows for discussion and questioning of individual candidates by community members.

Voting Guide

Attached to this communication, you will find your copy of the *Voting Guide*. This guide is designed to let you know who is running for the School Board and give you background on the candidates' views. The responses were prepared by the candidates and have not been edited in any way. Please bring your *Voting Guide* with you to the forum on [the Third Tuesday of January].

PARNASSUS PREPARATORY SCHOOL

***VOTING
GUIDE***

***TO THE CANDIDATES
FOR ELECTION
TO THE
SCHOOL BOARD OF DIRECTORS***

[__DATE_____]]

INTRODUCTION

This **Voting Guide** is designed to help everyone in the Parnassus Preparatory School community become acquainted with the candidates for the School Board election. Please consider Parnassus's strategic needs and the following background as you think about your choices.

The Overall Function of the School Board

School Board members have a legal duty and an ethical obligation to ensure that Parnassus carries out its mission, vision, and goals for the entire school. As stated in our charter approved by the State of Minnesota, Parnassus's mission is to provide students with a K-12 classical education grounded in the classical Trivium that demands their best in intellectual achievement and character development. The School Board's job is to map out the strategies that will carry Parnassus into its successful future for the entire school community.

Therefore, as part of the School Board, each School Board member is a steward of Parnassus, responsible for its long-term viability. Whether a parent, teacher, or community member, School Board members do not represent particular constituencies, but focus on Parnassus's overriding interests and welfare.

This Election

In this election, you will be voting for **[INSERT OPEN SEAT]**. This **Voting Guide** will give you information on all the candidates. In addition, we hope you will also plan to attend the **Candidate Forum** on [the Third Tuesday of January] to meet and hear more from the candidates. Ballots will be mailed to the community members on [the Third Thursday of January].

Needs of the School Board

An effective School Board requires a diverse set of skills from its members. To achieve optimal success, we must have the following types of experience represented: finance, accounting, legal, marketing, technology, public affairs and education (particularly experience with classical philosophy). Of the skills needed on the School Board, which do you possess? We ask you to consider candidates that would fulfill several existing needs on the School Board.

- **[INSERT NEEDED SKILL SET]**

Many thanks for participating in this election. We have a very special school; by selecting thoughtful and committed School Board members, we can ensure that Parnassus builds on its promising beginning.

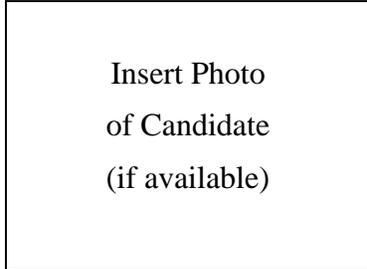
[NAME OF CANDIDATE] INCLUDE FOR EACH CANDIDATE

Contact Information

Phone: _____

Address: _____

E-mail Address: _____



- 1) Why are you interested in serving on the School Board?**
- 2) Which aspect of our organization interests you most?**
- 3) What are some of your previous volunteer experiences or leadership roles in non-profits?**
- 4) What appeals to you about School Board service as a volunteer activity?**
- 5) An effective School Board requires a diverse set of skills from its members. To achieve optimal success, we would like to have diverse experience represented, such as: legal, business acumen, real estate, marketing, finance, accounting, public affairs and education (particularly experience with classical education philosophy). Of the skills needed on the School Board, which do you possess?**
- 6) What additional skills, connections, resources, and expertise do you have to offer and are willing to use on behalf of Parnassus (such as fundraising, grant writing, previous board experience, etc.)?**

ANNEX D – FORM OF BALLOT

PARNASSUS PREPARATORY SCHOOL

CONTENTS OF BALLOT MAILING

(Instructions to printing company)

1. *Mailing Envelope*

This envelope should be a 9x12 business envelope. The envelope should be addressed to all students’ parents and/or legal guardians, and to all staff, for whom Parnassus has addresses on file. The return address should be Parnassus Preparatory School. The front of the envelope should also state “School Board Election Ballot Enclosed.”

2. *Instruction Letter, Ballot, and Detailed Attachment*

- The one-page instruction letter should appear on top.
- Attached to it will be the ballot itself and a stamped and addressed envelope, with the following label printed on the back of the envelope.

COMPLETED BALLOT ENCLOSED

PRINTED NAME _____

SIGNATURE _____

ADDRESS _____

TO: Parnassus Preparatory School Parents, Staff and School Board
FROM: Policy and Election Committee
SUBJECT: INSTRUCTIONS FOR COMPLETING YOUR BALLOT
DATE: <Date>

Enclosed with this memo is a ballot for all eligible voters to participate in the School Board of Directors election at Parnassus Preparatory School’s annual meeting on [the Second Tuesday in February]. To be sure that your ballot is completed properly, please follow these instructions.

1. On the ballot, read over your choices. As you will see, you may vote for **[open seat]** in this election. **Note: If you vote for more than one (1) candidate for an open seat your ballot will not be counted.**
2. On the ballot, place a check mark next to the one (1) candidate of your choice for each seat.
3. Fold the ballot, place it in the included envelope and mail it. **Note: Ballots will only be counted if they are mailed via USPS to [the post office box shown on the included envelope] and received by 5 pm on [the First Thursday in February].**

Return Envelope

You must complete the three pieces of information on the back of the envelope. **Note: If you fail to write the following information on the back of the envelope your ballot will not be counted.**

COMPLETED BALLOT ENCLOSED

PRINTED NAME _____
SIGNATURE _____
ADDRESS _____

Mail your completed ballot envelope so that it arrives **BY THE DEADLINE OF 5 pm on [the First Thursday in February].**

If you would like more information about the election process, please see the Election Policies and Procedures document posted on the school website. The votes will be tallied at Parnassus Preparatory School on [the Second Tuesday in February], during the annual meeting which begins at 6:30pm. Everyone in the Parnassus Preparatory School community is welcome to come and observe. At 6:30pm, the annual meeting of the board will begin. At this meeting, a member of the P&E Committee will officially announce the election results.

Thank you very much for participating in this School Board election at Parnassus Preparatory School.

PARNASSUS PREPARATORY SCHOOL

ELECTION BALLOT FOR SCHOOL BOARD OF DIRECTORS

[DATE]

Vote for no more than 1 of the following
candidates for the open [parent, teacher,
community] seat

_____ [NAME] Incumbent

_____ [NAME]

_____ [NAME]

**BALLOTS MUST BE MAILED SO THAT THEY REACH THE
ELECTION POST OFFICE BOX
BY [THE FIRST THURSDAY IN FEBRUARY] AT 5PM.**

*****BE SURE TO FOLLOW THESE INSTRUCTIONS AND COMPLETE THE
INFORMATION ON THE BACK OF THE RETURN ENVELOPE --
OTHERWISE YOUR BALLOT WILL NOT BE COUNTED!*****

ANNEX E – INSTRUCTIONS FOR EACH COUNTING STATION

P&E Committee will place the following procedures at the respective stations.

Station #1

1. Take one envelope at a time from the ballot box.
2. Check to confirm that the envelope is sealed. If not, place the envelope in the “unsealed envelope” box.
3. Check to confirm that the voter’s signature is on the reverse side of the envelope. If not, place the envelope in the “unsigned envelope” box.
4. Pass the signed, sealed envelopes to Station #2.
5. At the end of the counting, make sure that the person at Station #2 records the names of the senders of unsigned and unsealed envelopes, when possible.

Station #2

1. Take each envelope from Station #1.
2. On the master list of eligible voters, check off the name of the voter who signed the reverse side of each ballot envelope.
3. If more than one ballot has the name of an eligible voter on the reverse side of the envelope, only the ballot received first (as determined by the USPS postmark on each envelope) will count. Place any additional ballots from voters in the “additional ballots” box.
4. At the end of the counting, note any voters whose ballots were unsealed or unsigned (if discernible) next to their names on the master list.

Station #3

1. Take each ballot envelope from the person at Station #2.
2. Open the ballot envelope.
3. Place the folded ballot in the “unopened ballots” box.
4. Place the empty ballot envelope in the “opened ballot envelopes” box.

Station #4

1. Do not start counting until three-to-four folded ballots have been accumulated in the “unopened ballots” box.
2. Take out one folded ballot at a time.
3. Open the ballot.
4. Determine whether or not the ballot conforms to instructions (e.g., only one (1) candidate selected). If non-conforming, place in the “non-conforming ballots” box. If conforming, proceed to step 5.
5. Read in a normal voice the name of the candidate who received the vote on that ballot.
6. Place a hatch mark next to that candidate on the tally sheet.
7. Pass the ballot to the outside observer to verify that the correct candidate received a hatch mark.
8. Place the ballot in the “counted ballots” box.