PARNASSUS MEMORANDUM

TO: **PARNASSUS STAFF AND FAMILIES**
FROM: **THE PARNASSUS POLICY AND ELECTIONS COMMITTEE**
SUBJECT: **SCHOOL BOARD ELECTIONS**
DATE: **NOVEMBER 12, 2026**

School Board Election Memo

In February, Parnassus will hold School Board elections for two (2) School Board member positions: a parent member position and a community member position. 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 December 1, 2026.

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 electronically submit this completed questionnaire 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 4:00 PM Central Time on December 15, 2026, to be included on the ballot.

- 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 Ballot and Voting Guide by January 5, 2027.

- You are invited to attend the School's Candidate Forum, which will be held on January 19, 2027, at 6:00pm in the Agora. 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 be conducted by an experienced, competent, disinterested election vendor chosen by the Board of Directors. Electronic ballots, as well as instructions for online voting, shall be distributed by January 5, 2027. For those without an e-mail address on file at the school, you will receive a mailing with directions on how to cast your vote. No ballots will be accepted at the School. The vendor shall ensure that only one vote is counted

per Eligible Voter and any subsequent attempts to vote are rejected. Only one candidate may be selected for each open seat. If an Eligible Voter votes for more than one candidate for an open seat, their votes for that seat will not be counted. Ballots that have not been castby the end of the day on February 4, 2027 will not be counted. Late ballots will not be counted.

- The results of the election will be announced at the Board election meeting on February 9, 2027, at 6:00pm in the Board Room.

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 **community member** and a **parent member**. A parent is defined as a parent or legal guardian of a child enrolled at Parnassus. 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 may re-run, and all parents and 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's designated liaison to the Policy and Elections Committee, Ms. Good.

The deadline for submitting nominations is December 1, 2026, no later than 4:00pm. 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

_____ 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 AND PLACE IT IN A SEALED ENVELOPE LABELED "BOARD NOMINATION, ATTN: MS. GOOD."

THE DEADLINE FOR SUBMISSION IS DECEMBER 1, 2026, AT 4:00PM